Conduct of Examinations SOP

SOP Number:
216-05-2016

Academic Year:
2026/2027 ONWARDS

Date Of This Issue:
July 2026

Responsible Owner:
Head of Admissions and Information Services

Summary of Contents
This procedure outlines the process the college will follow in the conduct of examinations

Review Information (Responsible Owner):

First Created:	April 2016
Last Reviewed:	June 2026
Next Review:	June 2027

Change Type at last Review:
~~No~~/Minor/~~Significant~~ (delete as appropriate)

Approval/Noting By:
CMT: 29 July 2026

Previous Reference (for control purposes):

Date of Equality of Opportunity and Good Relations Screening (Section 75):

Date of Last Accessibility Screening:
July 2025

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1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, you can click here to view the change history.

1.1 Background

1.2 This procedure outlines the process the college will follow in the conduct of examinations.

2.0 Scope

2.1 The procedure will apply to all examination staff, lecturers and invigilators.

3.0 3.0 Procedure

3.1 Examinations Officer will process registrations as per Awarding Body SOP.

3.2 On receipt of exam papers, Examinations Officer will lock papers in secure cupboard.

On the day of the exam the invigilator will collect papers from Examinations Officer.

Students are required to provide photographic ID on entry to the exam room.

3.3 Students will sit exam under JCQ conditions and regulations.

3.4 The invigilator will collect papers and answer sheets from students and complete the Candidate List sheet making sure that all the papers and answer sheets have been collected.

3.5 The invigilator will bring papers, Candidate List and answer sheets to Examinations Officer.

3.6 Examinations Officer will check that all exam papers have been returned and post to Awarding Body by Recorded Delivery the Candidate List and Answer Sheets.

3.7 Exam papers will be destroyed or returned to the Awarding Body.

4.0 Key Dates

4.1 Specific entry dates are noted in the procedures for the relevant awarding body.

5.0 Responsible Owner

It is the responsibility of the Head of Admissions and Information Services to ensure that this policy is implemented, adhered to and reviewed.

6.0 Communication Plan

6.1 This Procedure will be uploaded to the College intranet and referred to in staff induction and training.

7.0 Review

7.1 This procedure will be reviewed annually or sooner to reflect changes in circumstance.

Appendix 1: Document Change History

Version	Date	Change Detail
1.0	Aug 2023	Transferred to new Accessibility template
1.1	April 2024	Reviewed and no amendments were necessary
1.2	June 2025	Responsible owner updated. Point 3.4 added to include evidence of photographic ID. 7.1 – next review changed to “Annually”
1.3	June 2026	No changes required