



UCP
GROUP

Up Close and Personal Group Ltd

Assessments and Examinations Policy

Date of Issue of Policy: 16th February 2024

Signature of Chief Executive

Criss Watts

1. Objectives

The prime objective of the policy is to ensure that all course delegates understand the assessment requirements set out by various qualifications in order to gain achievement and be awarded the certification.

2. Assessment Formats

There will be multiple assessments methods used during UCP Group Ltd courses such as;

- Requirement for independent invigilator (not the tutor) to be present for all exam-based assessments.
- Use of video recording for all assessment sessions
- Observation based assessments both in person and video recorded where required.
- MCQ Examinations

All video assessments will be conducted using Apple iOS devices and will be stored, maintained and accessed for a period of 3 years from course completion, in accordance with the confidentiality policy.

All assessments will require a check of government issued ID to ensure the ID corresponds with the delegate. This will be conducted by the invigilator.



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3. Assessment Arrangements

During all training courses the invigilator will be responsible for ensuring the following protocols are applied to ensure a fair assessment;

- Requirement for independent invigilator (not the tutor) must be seated separate from the delegates within the examination room where they have oversight of all delegates
- Seating arrangement will be set up to avoid learner collusion with a minimum of 1.25m from paper to paper
- Each candidate must be seated at a separate desk, table or workstation of sufficient size to undertake a written examination
- Walls must be clear of any material that would provide help to the candidates

4. Assessment Storage

All materials will be stored electronically on the UPS central server. The server has limited access, and this is offered only to the course director, Criss Watts and relevant instructors. Video files and scanned copies of all assessments will be password restricted and stored for a period of 3 years from course completion. After this period all records will be electronically shredded.

All paper assessments will be stored in the strong room within the course training venue, this is a secure area with access only to Criss Watts and all assessment papers will remain sealed until the start of the assessment.

All learner records and assessment materials will be stored electronically on military grade encrypted USB devices. There will be a cloud back up with restricted access by Criss Watts. Paper based assessments will be transported securely by Criss Watts and delivered to the invigilator at each venue prior to any assessments.

5. Course Registration

All courses require a minimum of five days' notice to the AO and as such all documentation must be received signed and complete and all English assessments passed before delegates will be offered a place upon any course.