



# EXAMS POLICY

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# **1. POLICY STATEMENT**

## **1.1 Aim:**

The aim of the Examination Policy and Quality Assurance at the Global Make-Up Hair and Productions Academy (GMHPA) is to ensure that examinations are conducted with fairness, integrity, and consistency. This policy outlines the procedures and practices for designing, administering, and evaluating examinations, as well as implementing quality assurance measures to maintain the highest standards of assessment and academic integrity.

## **1.2 Overview:**

GMHPA recognizes the significance of examinations as a valid and reliable means of assessing the knowledge, skills, and competence of students. This policy provides a comprehensive framework for conducting examinations, including the development of exam materials, the administration process, marking and grading, and appeals procedures. Additionally, it outlines the quality assurance measures to continuously monitor and enhance the examination process.

# **2. PRINCIPLES**

**The following principles guide the implementation of this policy:**

## **2.1 Fairness and Equity:**

GMHPA ensures that examinations are fair, transparent, and free from bias, providing all students with equal opportunities to demonstrate their knowledge and skills.

## **2.2 Academic Integrity:**

GMHPA upholds the highest standards of academic integrity, discouraging any form of cheating, plagiarism, or misconduct during examinations.

## **2.3 Validity and Reliability:**

GMHPA designs examinations that accurately measure the intended learning outcomes, ensuring that they are reliable and aligned with the curriculum and industry standards.

## 2.4 Consistency and Standardization:

GMHPA maintains consistency and standardization in the administration, marking, and grading of examinations, ensuring fairness across different cohorts and assessors.

## 2.5 Continuous Improvement:

GMHPA implements quality assurance measures to continually evaluate and enhance the examination process, incorporating feedback and best practices.

# 3. POLICY OVERVIEW

## 3.1 Examination Design:

GMHPA employs qualified subject matter experts to develop examination materials that align with the learning outcomes, curriculum, and industry standards. ii. Examination blueprints, including the content areas, weighting, and cognitive levels, are established to guide the development process. iii. The examination design ensures appropriate levels of difficulty and accommodates diverse learning styles.

## 3.2 Administration and Security:

GMHPA establishes clear guidelines and procedures for the administration of examinations, including scheduling, seating arrangements, and invigilation protocols. ii. Robust security measures are implemented to safeguard the integrity of examinations, including the handling of question papers, answer sheets, and digital assessment platforms. iii. GMHPA ensures a conducive and controlled environment during examinations to minimize distractions and maintain the confidentiality of assessment materials.

## 3.3 Marking and Grading:

GMHPA establishes clear and comprehensive marking schemes, criteria, and standards to ensure consistency in the assessment process. ii. Trained and competent assessors are responsible for marking examinations, following established guidelines and procedures. iii. Moderation and standardization processes are implemented to review and verify the accuracy and reliability of marking.

### 3.4 Appeals and Feedback:

GMHPA provides a transparent and accessible process for students to appeal their examination results, ensuring a fair and impartial review. ii. Constructive feedback on performance and areas for improvement is provided to students, supporting their learning and development.

### 3.5 Quality Assurance:

GMHPA conducts regular reviews and evaluations of the examination process, seeking feedback from students, staff, and external stakeholders. ii. The outcomes of quality assurance processes are used to identify areas for improvement and implement necessary changes. iii. Training and professional development opportunities are provided to staff involved in examination design, administration, and assessment, ensuring their competence and familiarity with best practices.

GMHPA is committed to upholding the principles outlined in this Examination Policy and Quality Assurance. It will ensure the effective implementation of this policy, provide

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**Reviewed: Signed:** B Levy..... **Date:** 05/06/25

**Benjamin Levy**  
**Compliance & Quality Assurance Administrator**