

## **Internal Policy: Exam Policy and Procedure**

### Purpose and Scope

This policy outlines the procedures for administering and managing exams required for the completion of VetSkill qualifications. It applies to all learners taking formal assessments as part of the Level 2 and Level 3 qualifications, which include a multiple-choice test component.

### Responsibilities

**Career Hounds:** Responsible for providing a secure environment, including equipment and facilities, for all exams. Career Hounds will ensure that the exam site and all necessary technology meet VetSkill's requirements.

**VetSkill:** Acts as the awarding body and remote invigilator. VetSkill will oversee the assessment process, ensuring compliance with regulatory standards.

**Learners:** Expected to comply with all exam rules and procedures outlined by Career Hounds and VetSkill.

### Exam Administration

**Scheduling:** Career Hounds will arrange exams in advance in coordination with VetSkill and notify learners of the date, time, and location.

**Location:** Exams will be conducted at Career Hounds' approved training site to ensure a controlled and consistent environment.

**Cohort Exam Sessions:** Learners will sit exams simultaneously in cohorts to streamline scheduling and remote invigilation.

### Equipment and Security

**Provision of Laptops:** Career Hounds will provide secure laptops for all learners, pre-configured to ensure that no unauthorized software or materials are accessible during exams.

**Technical Support:** A member of Career Hounds' staff will be available to assist with any technical issues prior to the exam start time. No technical support will be provided once the exam has commenced unless approved by VetSkill.

**Confidentiality and Integrity:** Exam materials and data are considered confidential. Career Hounds will ensure secure storage and handling of all laptops and digital exam materials, both before and after use.

## Invigilation and Conduct

Remote invigilation service by VetSkill: VetSkill will provide certified invigilators responsible for overseeing the exam session remotely, ensuring that all regulatory and awarding body standards are met.

Learner Identification: Learners must provide valid photo identification.

Exam Conduct: Learners are expected to comply with all exam instructions and maintain academic integrity. Any suspicion of misconduct will be reported to VetSkill for investigation.

## Special Accommodations

Career Hounds is committed to supporting learners with disabilities or specific needs. Requests for reasonable adjustments must be submitted in writing within the first 5 days of training, before the exam is scheduled, for assessment by Career Hounds and VetSkill.

## Non-Compliance and Misconduct

Breaches of Exam Policy: Any instance of cheating, misconduct, or non-compliance will be documented by the VetSkill invigilators and may lead to disqualification.

Appeals and Complaints: Learners may submit a formal appeal to Career Hounds following VetSkill's appeals process if they feel an assessment decision was affected by exam conditions or conduct.

## Data Protection

All exam-related data will be handled in accordance with Career Hounds' Data Protection Policy. This includes ensuring that all learner information and assessment results are stored securely and accessible only to authorized personnel.