



Assessment Tests

All assessment tests / examinations by Safe-Schools Ltd will be undertaken in line with the assessment requirements stipulated in the Unit breakdown for each Award.

With regard to an issue of malpractice during any testing / examination, please refer to Safe-Schools Ltd Malpractice Policy.

All examinations / assessments will be undertaken by two suitably qualified and competent staff to ensure that any test is carried out fairly and that no malpractice can occur.

Safe-Schools Ltd will also make any reasonable adjustments as required for any learners that have any special educational needs or who may suffer from examination nerves or anxiety consistent with the HSE's requirement to manage stress in the workplace.

Safe-Schools Ltd is also committed to equality of opportunity and will ensure, where practicable, that no intentional barriers to assessment / examination are created in line with Safe-Schools Ltd policy on Equal Opportunities and Race Relations.

English Competency

With regards to any examination in relation to the SIA please note the following. The SIA only allows Highfield to make tests available in English. The SIA, in consultation with Skills for Security, specifies the following:

"Communication in English is an integral requirement of the SIA competencies. This is made explicit in particular competence statements and in relation to the title of the Part, or Session, which deals with 'Communication and Conflict Management'. Learners also need to demonstrate their competence in English in an applied context in relation to other areas of the specifications and competence needs to be considered holistically, with the aim that the learner should be able to demonstrate these same competencies effectively in the workplace. To not be able to do so could have health and safety implications for the individual, and for others, in the workplace."

For the above reasons it is not appropriate for learners, for whom English is their second language, to be provided with a scribe or reader to assist

them in their assessment. To do so would provide an unfair advantage to the learner. The policy on the use of English is available on the SIA website.

Where there are concerns about a learner's ability in English competency an initial assessment can be carried out and if necessary, it can be recommended that the learner undertakes additional learning to develop their skills further.

All tests and examinations will be undertaken in accordance with the [Relevant Awarding Body] Centre Management Handbook when running courses that require test papers to be downloaded.

All examination papers will be stored consistent with Highfield policy and Data Protection (please see Safe-Schools Ltd policy on Data Protection).

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