

Requesting and Administering an Exam in Arabic

Abstract

This procedure outlines the process to follow when requesting to sit an exam in Arabic and the qualifications which qualify

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1. Introduction

This document outlines the process for requesting and administering exam assessments in Arabic.

2. Assessments in Arabic are available for the following qualifications

- Active IQ Level 2 Certificate in Gym Instructing 603/2692/X (Q2CGIA) o Principles of anatomy, physiology and fitness A/616/7499
- Active IQ Level 2 Certificate in Group Training 603/3363/7 (Q2CGTA) o Principles of anatomy, physiology and fitness A/616/7499
- Active IQ Level 3 Diploma in Personal Training 603/0895/3 (Q3DIPTA) o Applied anatomy and physiology for exercise, health and fitness F/615/4012 o The principles of nutrition and their application to exercise and health J/615/4013

3. Scheduling an exam date and requesting materials

Centres can request an exam paper in Arabic, by emailing, a maximum of 10 and a minimum of 5 working days prior to the examination date at csteam@activeiq.co.uk

4. Requests must be made using the Arabic exam request form

Must detail:

- Centre name and Active IQ centre number.
- Date and time of exam.
- Name and unit number of exam required (including if first attempt, re-sit or 2nd re-sit).
- Number of learners sitting the exam.
- Parnassus learner ID, forename and surname of each learner sitting the exam.

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Please note: All learners must be registered on the relevant qualifications prior to sitting any assessments. It is a regulatory requirement that when a qualification is assessed in a language other than English this is documented on the learners certificate. It is the centres responsibility to ensure that learners are registered onto the correct versions of the qualification using the qual codes (listed above for reference).

Electronic copies of the appropriate exam paper will be sent to this designated contact no more than three working days after the request has been made.

On receipt of Active IQ exam papers, it is the centre's responsibility to ensure that assessment materials are kept under secure conditions when not in use and are only issued to designated personnel.

For exam papers that are held electronically, there must be secure password protection.

All printed exam papers must be securely locked away, preferably in a strong, fireproof safe. If a safe is not available or is not of sufficient capacity, a non-portable, lockable, reinforced steel or metal cabinet or other similar storage system must be used. The storage system must be within a secure room with restricted access.

The centre is responsible for printing exam papers, answer sheets and invigilation reports and ensuring sufficient Active IQ exam answer sheets are available for the learners sitting the scheduled exam.

5. After the exam

Following the exam, the centre must destroy all exam question papers (electronic and printed copies) and any learner notes.

All answer sheets and the invigilator's report must be scanned and emailed back in a pdf to Active IQ csteam@activeiq.co.uk for external marking within two working days of the assessment date.

Please note:

- Exam question papers must NOT, in any circumstance, be used as mock papers.
- Exam question papers must NOT be saved for future cohorts (versions of exam papers are generated on request and as such exams will not be the same from cohort to cohort).
- Any question papers kept by the centre and not destroyed may result in malpractice or maladministration caused by the breach in security.

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- Learners must be registered prior to any exams taking place.
- An invigilation report must be fully completed and returned to Active IQ with the answer sheets.
- Answer sheets must be fully and correctly completed in HB pencil, with the appropriate details entered and marks made as per the guidance on the answer sheet.

6. Results

Active IQ will send the results back to the centre within five working days of paper receipt. Results must be given to the learners and accurately recorded in their record of achievement in a timely manner. Results must be recorded as a total score and a percentage.

7. References to associated documentation

- Active IQ Level 2 Certificate in Gym Instructing 603/2692/X (Q2CGIA)
- Active IQ Level 2 Certificate in Group Training 603/3363/7 (Q2CGTA)
- Active IQ Level 3 Diploma in Personal Training 603/0895/3 (Q3DIPTA)
- Arabic exam request form

8. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

9. Monitoring arrangements

This policy will be reviewed in six months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

10. Data retention

Any personal data collected as part of this process, will only be retained for as long is necessary.

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11. Contact us

If you have any queries about the contents of the policy, please contact our customer service team on:

E: csteam@activeiq.co.uk

T: +44(0)1480 467950

T: +44(0) 845 688 1278

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