

SWANSEA COLLEGE

Key Assessment Schedule

GCSE & A Level Online Courses | Two-Year Route | 2026-28

Six key assessments will be completed during the course: three before the Year 1 mock assessment period and three before the Year 2 mock assessment period.

Assessment schedule

The dates below are assessment weeks. Your exact date, time, subject arrangements and submission deadline will be confirmed separately. Students must remain available during the relevant week.

Stage	Assessment	Assessment week	Indicative coverage
Year 1	Key Assessment 1	Week commencing 2 November 2026	Course Weeks 1-8
Year 1	Key Assessment 2	Week commencing 1 February 2027	Course Weeks 9-18
Year 1	Key Assessment 3	Week commencing 3 May 2027	Course Weeks 19-28
Year 1	Mock assessment period	June 2027 - dates to be confirmed	After Year 1 Week 30
Year 2	Key Assessment 4	Week commencing 27 September 2027	Course Weeks 1-4
Year 2	Key Assessment 5	Week commencing 1 November 2027	Course Weeks 5-8
Year 2	Key Assessment 6	Week commencing 22 November 2027	Course Weeks 9-11
Year 2	Mock assessment period	Late November / early December 2027	Final dates to be confirmed

Important: Coverage is indicative and may be adjusted by subject to reflect the order and length of the course. Any change will be communicated in advance.

How key assessments will be completed

1. Students attending Swansea College

Students living within a 50-mile radius of Swansea College are expected to attend their key assessments in person at the college.

- The assessment will take place under supervised conditions at 18 Mansel Street, Swansea, SA1 5SG.
- Your allocated date, start time, expected duration and permitted materials will be issued in advance.
- You must arrive at least 15 minutes before the start time and bring photographic identification, where available, together with the equipment stated in your instructions.
- Mobile phones, smart watches, notes and unauthorised materials must be switched off and stored away before the assessment begins.

2. Students completing the assessment online

Where distance or individual circumstances make attendance geographically impractical, the assessment may be completed online with prior approval. Further instructions will be sent before the assessment week.

- Join the allocated online meeting on time using a laptop or desktop computer with a working camera and microphone.
- Complete the assessment alone in a quiet, well-lit room. Your camera must remain switched on and your workspace may be checked before the assessment starts.
- Keep photographic identification available where requested. Students under 18 may be asked to have a parent or guardian confirm the assessment conditions before the sitting.
- The assessment will be timed. Use only the materials specifically permitted for the subject.
- Written work must be scanned or photographed clearly and uploaded by the stated deadline. Late or incomplete uploads may not be accepted without an agreed reason.
- Students may be asked to sign an academic integrity declaration confirming that the work is their own and was completed without unauthorised assistance.

Before each assessment

1. Complete all course work due up to the assessment point and review the relevant weekly materials.
2. Read the assessment notice carefully and confirm whether you will attend in person or have approval to complete it online.
3. Notify Swansea College promptly of any access arrangements, medical needs or circumstances that may affect attendance.
4. Complete the assessment on the scheduled date. If you are unable to attend, contact the college before the start time wherever possible.

Feedback and progress review

Key assessments are used to check progress, identify gaps in learning and set targets before the mock assessments. Marked work, feedback and any required actions will be provided after each assessment. Students are expected to complete corrections and follow-up work by the deadline given.

Attendance, absence and academic integrity

Key assessments form an important part of the course and are not optional unless the college confirms otherwise in writing. An unexplained absence or missed submission will be recorded and may lead to a progress meeting. If illness or an emergency prevents attendance, evidence may be requested and an alternative arrangement considered. Suspected plagiarism, impersonation, use of artificial intelligence, unauthorised assistance or any other breach of assessment conditions will be reviewed under the college's academic integrity procedures.

Please keep the six assessment weeks free. Swansea College will send the final sitting arrangements and any subject-specific instructions before each assessment.

1-2-1 Online Assessment Rules

These mandatory rules apply when you complete an online assessment in an individual 1-2-1 sitting. Your assessment will be invigilated live and your individual setup must be approved before the paper is released.

Attendance and access

- Use the Zoom link provided on the Student Notice Board and have the link ready before the assessment day.
- For a morning assessment, join at 8:40 am for a 9:00 am start. For an afternoon assessment, join at 12:40 pm for a 1:00 pm start.
- You must join 20 minutes early so the invigilator can complete the required checks. Late arrivals will not be permitted or accommodated.

Technical and room setup

- Use a laptop or desktop computer with a stable internet connection and a working camera and microphone.
- Position a large mirror behind you and the camera in front of you. You must sit between the mirror and camera so the invigilator has a clear view of you and your working area throughout.
- You must be alone in a quiet room. Other people, unauthorised devices, notes and materials must be removed before the assessment begins.
- Remain visible on camera for the full assessment. A setup that does not meet these requirements may result in the assessment being refused, invalidated or not accepted.

Receiving and completing the paper

- Once your setup is approved, the paper will be shared through the Google Classroom titled 'Mock Assessments'. You will have a few minutes to confirm that the document opens correctly.
- Print the paper and complete your answers by hand, using pen on single-sided A4 paper. Typed or digital answers are not permitted unless formally approved access arrangements apply.
- Write your full name and the date on every answer sheet. Follow any additional instruction requiring the subject and level to appear on each page.
- Follow every instruction given by the invigilator. If you need assistance, use the Zoom chat function only. Communication through any other channel will be treated as misconduct.

Scanning and submitting your work

- At the end, immediately scan every answer sheet using Adobe Scan, Microsoft Lens or another approved scanning app and combine all pages into one PDF.
- The scan must be clear, complete, well-lit and legible, and must show all workings. Unclear, incomplete or poorly scanned work will not be marked, and unreadable content will receive no marks.
- Name the PDF using your full name, subject and level, then upload it to the Google Classroom while you remain in the Zoom meeting.
- You will normally have 5-10 minutes to scan and upload the completed paper. Download and practise using your chosen scanning app in advance; upload difficulties caused by a lack of preparation will not be accepted as a valid excuse.

Non-compliance may result in the assessment being void or disqualified. If any instruction is unclear, contact the Exams Office before the assessment date.

Online Group Assessment Rules

These mandatory rules apply when you complete an online assessment in a group sitting. You will be invigilated live with other students and must communicate only with the invigilator through the approved Zoom chat.

Attendance and access

- Use the Zoom link provided on the Student Notice Board and have the link ready before the assessment day.
- For a morning assessment, join at 8:40 am for a 9:00 am start. For an afternoon assessment, join at 12:40 pm for a 1:00 pm start.
- You must join 20 minutes early so the invigilator can complete the required checks. Late arrivals will not be permitted or accommodated.

Technical and room setup

- Use a laptop or desktop computer with a stable internet connection and a working camera and microphone.
- Position a large mirror behind you and the camera in front of you. You must sit between the mirror and camera so the invigilator has a clear view of you and your working area throughout.
- You must be alone in a quiet room. Other people, unauthorised devices, notes and materials must be removed before the assessment begins.
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