SWANSEA COLLEGE

KEY ASSESSMENT RULES & INSTRUCTIONS

GCSE & A Level Online Courses | Applies to all course routes

All Key Assessments are completed online under supervised conditions. Please read these requirements carefully before each sitting.

Attendance and access

- Confirm your attendance at least three days before each Key Assessment using the attendance confirmation form provided by Swansea College.
- Your individual timetable and any subject-specific instructions will be issued before the assessment.
- Log in at least 20 minutes before your scheduled start time. The online meeting link is available on the Student Hub.
- Complete the assessment on your scheduled date and time. If you cannot attend, contact the College before the start wherever possible.
- Notify Swansea College promptly of any access arrangements, medical needs or circumstances affecting your assessment.

Technical and room setup

- Use a laptop or desktop computer with a working camera and microphone. Keep your camera and microphone switched on and the volume high enough to hear the invigilator.
- Work alone in a quiet, well-lit room. Your workspace may be checked before the assessment starts.
- Position a long mirror in the background as instructed. Keep a clock clearly visible in front of you.
- Ensure your printer, scanner and all required devices are set up and available in the same room before you join.
- Mobile phones must be switched off and kept out of reach and inaccessible throughout the assessment.

Receiving and completing the paper

- Complete all coursework due up to the assessment point and review the relevant weekly materials.
- Log in to your course portal. The Key Assessment will be available after the course week specified in your Key Assessment Course Dates document.
- The assessment is timed. Use only materials specifically permitted for your subject.
- Regularly check messages from the invigilator and follow all instructions throughout the assessment.

Scanning and submitting your work

- Upload your completed work back to the course portal in the same way you normally upload an assignment.
- Scan ALL pages together and submit your work as ONE PDF. Multiple separate page files will NOT be accepted.
- Upload by the stated submission deadline.
- Name your PDF: Name – Subject – Key Assessment No. (for example, Rosie – Biology – Key Assessment 3).

Feedback and progress review

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

Attendance, absence and academic integrity

- Key Assessments are an important part of the course and are not optional unless the College confirms otherwise in writing.
- Unexplained absences or missed submissions may be recorded and lead to a progress meeting. Evidence may be requested where illness or emergency prevents attendance.
- Suspected plagiarism, impersonation, use of artificial intelligence, unauthorised assistance or other breaches will be reviewed under the College's academic integrity procedures.

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