



ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA18 – APPROVAL OF ARDEN UNIVERSITY EXAMINATION CENTRES

1. Arden University will host examinations at a pre-arranged venue in Coventry, UK and at its premises internationally or Berlin
2. Overseas students may undertake examinations at British Council Offices worldwide.
3. Additionally, Arden University will maintain a list of approved examination centres worldwide which have been approved by Arden University’s Academic Board to operate examinations for Arden University’s students. Students for whom it is not practical to attend examination at Arden University or at an approved examination centre, may put forward an alternative examination centre for approval.
4. Examination centres will be approved and added to the matrix of examination centres if they meet all of the following criteria:
 - a. The institution is of good standing
 - b. They have the capacity and capability to host and invigilate examinations
 - c. It has agreed to follow Arden University’s Examination regulations (including the provision of invigilators and of a suitable examination room)

Procedure for the Approval of a New Examination Centre

5. Candidates may identify a potential new examination centre local to them for consideration by contacting the Examinations Officer.
6. It is the responsibility of Arden University’s Examinations Officer to undertake an initial assessment of the suitability of the proposed examination centre and to collate evidence that it meets the required criteria. Evidence will take the following form:

Criterion	Acceptable Evidence
The institution is of good standing and has the capacity and capability to host examinations	One or more of the following: <ol style="list-style-type: none"> i. Confirmation that the centre is a UK University or holds its own degree-awarding powers; OR ii. Evidence that the centre is NARIC listed; OR iii. If the centre is not NARIC listed, evidence that the centre is approved to offer OFQUAL qualifications; OR iv. A non-NARIC listed institution, school or college that provides evidence of in-country authorisation to host examinations (e.g. in Mauritius this entails authorisation from MQA or Tertiary Education Commission) v. An institution that provides evidence that they are currently used as a centre by other UK Universities on condition that they provide appropriate evidence of their status (e.g. a reference from the relevant UK awarding body). vi. An institution approved to host IELTS and Cambridge English Language examinations.

	vii. An alternative centre recommended by British Council, where the British Council itself is unable to host examinations (letter to be provided by British Council)
The Centre has agreed to follow Arden University's Examination regulations	viii. Written or email confirmation from the centre's Examinations Office (or equivalent post) that examinations will be conducted in accordance with Arden University's examination regulations (including the provision of invigilators and of a suitable examination room)

7. The Examinations Officer will submit evidence of the above to the Head of Quality decide on the approval of examinations centre based on the criteria above.
8. Exceptionally centres that do not meet the above criteria may be considered by the Senior Management Team for approval on a case by case basis.
9. Approved centres will be logged on the matrix of approved examination centres by the Quality department.
10. Approved centres will be logged on an approval list by the Quality department.

Policy Name:	Procedure for the Approval of Exam Venues
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Responsible SMT Lead:	Cathy Shaw, Academic Registrar
Responsible Department:	Academic Affairs
Policy Contact:	Joanne Walker, Head of Quality (jwalker@arden.ac.uk)
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