

## POLICY GENERATOR TOOL USER GUIDE

### WHAT THE TOOL OFFERS

The tool allows interaction with the templates provided enabling users to create and save exams-related policies/procedures which can be quickly and easily edited/reviewed/updated, thus saving a considerable amount of time.

### HOW TO USE THE TOOL

Enter the tool by clicking on **Policy Generator Tool** listed in the Resources menu of your Hub account.

#### Creating a new document

To create a document for the first time, select **+Create New Policy**:

**+ Create New Policy**

Select the required template you require from the dropdown options and click **Submit**:

Policy Type\*

-- Select an option --

**Submit**

Scroll down the screen and click in the **Policy Title** field to insert (type) the name (title) of your document - use the suggested template title or name your document accordingly.

Complete relevant insert fields in the tables at the beginning of the template. Mandatory insert fields are flagged with an asterisk \*.

The **Centre name** and **Centre number** fields are pre-populated from the details recorded in your Centre Management area of the Hub and cannot be edited in the template.

**Date policy first created** defaults to today's date.

(The **Date of review** field is not applicable when creating a policy/procedure for the first time, so can be left blank)

Insert **Date of next review** (this could be an estimated date in the future when you plan to undertake the annual review and update of the document).

Go through the template creating your personalised document.

Where sections of the template contain pre-determined text, this text cannot be edited by a user.

Certain statements within the template include a **Yes/No** dropdown option. The default for these statements is Yes.

Keep the option as **Yes** if you agree with a statement:

## Purpose of the policy

The purpose of this policy is to confirm that The Exams Office has a written record which clearly shows the centre is leading on the access arrangements process and:

- is complying with its obligation to identify the need for, request and implement access arrangements (GR 5.4)

Yes  \*



Click on the dropdown to change the option to **No** if you disagree with a statement. The statement is then deleted from your document and an insert (enter your own) text field opens for you to complete. If the field is mandatory (where flagged with an asterisk against the options drop down) your own text must be entered:

## Purpose of the policy

The purpose of this policy is to confirm that The Exams Office has a written record which clearly shows the centre is leading on the access arrangements process and:

- is complying with its obligation to identify the need for, request and implement access arrangements (GR 5.4)

No  \*



**B I U**  

Please enter your own text with reference to GR 5.4

CHARS: 0 WORDS: 0

If there is no asterisk, indicating the field is not mandatory, if you have no applicable text to enter, the deleted statement will simply not appear in your document:

~~The head of centre/senior leadership team will appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury. (GR 5.4)~~

No 



**B I U**  

Please enter your own text if applicable

CHARS: 0 WORDS: 0

Some sections of the template require centre-specific information to be inserted in free text fields. A prompt is provided in these fields to suggest the nature of the information that should be provided.

## Details and qualification(s) of the current assessor(s)

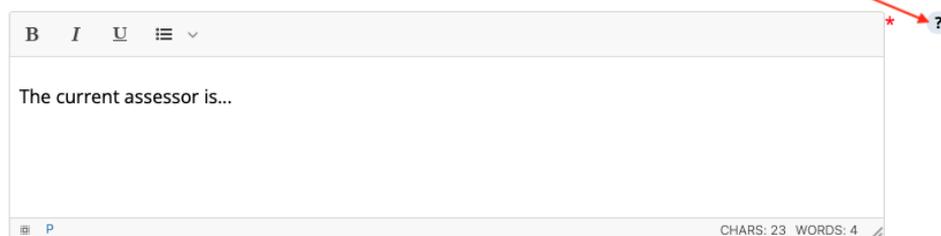
**B I U**  

Insert the assessor(s) details and information relating to the qualification(s) held.

CHARS: 0 WORDS: 0

As soon as you start to enter text, the prompt disappears. If you need to view/remind yourself of the prompt, click on the ? icon:

#### Details and qualification(s) of the current assessor(s)



### Saving your document

To save the document you have created, you must ensure all mandatory insert fields (those flagged with an asterisk\*) have been populated.

It is strongly recommended to regularly save your progress during the creation/editing of your document, in case of time-out. This can be done by ensuring that all mandatory insert fields have been populated (even if that is with a temporary insert, such as 'To be confirmed'), then clicking the **Quick Save** button displayed at the bottom of your screen:

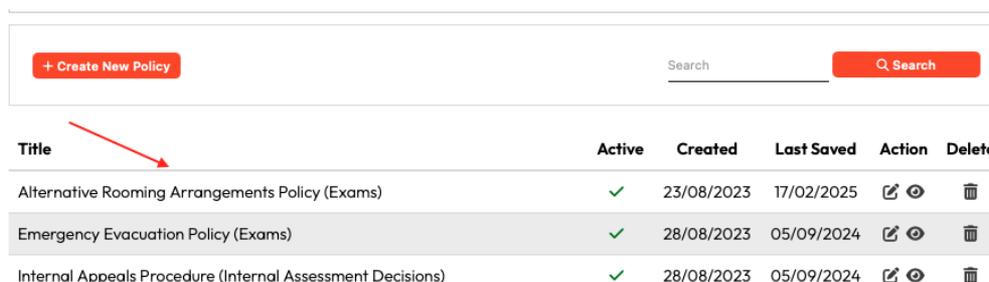


By ticking this box you are confirming that this is the current policy which will be used for the current academic year

When you have finished going through the template, click in the tick box to **confirm** the statement.

Finally, save your finished document by clicking the **Save & Close** button displayed at the bottom of your screen.

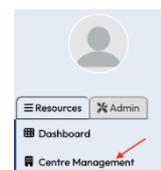
You will then see your saved document(s) listed:



Title	Active	Created	Last Saved	Action	Delete
Alternative Rooming Arrangements Policy (Exams)	✓	23/08/2023	17/02/2025	📄 👁	🗑
Emergency Evacuation Policy (Exams)	✓	28/08/2023	05/09/2024	📄 👁	🗑
Internal Appeals Procedure (Internal Assessment Decisions)	✓	28/08/2023	05/09/2024	📄 👁	🗑

**Note** that any policy/procedure created using the tool is saved in PDF format - this is to ensure that any changes/updates to content made by The Exams Office are dynamically updated in your PDFs saved in the tool.

If you require your centre's logo to automatically appear on the cover sheet of your saved policies/procedures, you must ensure the logo is uploaded to the **Centre Management** area of your Hub account.



### Viewing and/or downloading a saved policy/procedure



Click on the **View / Download** icon in the **Action** column against your saved document.

The document opens to **view** in your browser.

To **download** a copy should you wish to save locally in your system, click on the **File** menu at the top of your screen and select **Export as PDF...** (**Note that a downloaded copy in your system will not be dynamically updated if any changes/updates are made to the original template in the Hub by The Exams Office**)

### Editing a saved policy/procedure

**Action** **Delete** A saved document can be reviewed/edited as often as needed. Click on the **Edit** icon in the **Action** column against the relevant document to open the template.



### Deleting a saved policy/procedure

**Action** **Delete** Should you wish to delete a document from the tool, click on the **Delete** icon in the **Action** column against the relevant document.



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### Annual review and update of your saved policies/procedures

**Action** **Delete** Click on the **Edit** icon in the **Action** column against each relevant document.



Insert **Date of review** (and an estimated **Date of next review** which could be around the same time the following academic year) in the field provided in the table at the beginning of the template.

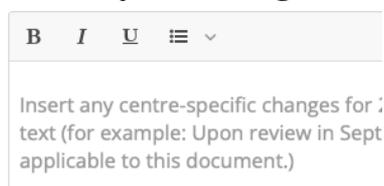
Work through the template and review any new statements added (where applicable), review free text/insert fields and update centre-specific information accordingly/where applicable.

Remember to click the **Quick Save** button periodically during your review in case of time-out.

The final page of each template summarises any changes made to its content by The Exams Office at the start of the current academic year. (**Note that changes recorded here may not always signify a regulation change/update but rather to provide clarity**)

There is also provision for you to record any centre-specific changes made to the content of your document during its annual review and update:

#### **Centre-specific changes**

A screenshot of a text input field for recording centre-specific changes. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), and a list icon. Below the toolbar, the text reads: "Insert any centre-specific changes for ; text (for example: Upon review in Sept applicable to this document.)"

As long as all mandatory insert fields are populated, save your reviewed/updated document by clicking the **Save & Close** button displayed at the bottom of your screen.