

# STANDARD OPERATING PROCEDURES

## Standard Operating Procedures – administration

<a href="#">SOP 01</a>	Managing Handbook and SOP updates
<a href="#">SOP 02</a>	Administration of examinations
<a href="#">SOP 03</a>	Code of conduct for examinations
<a href="#">SOP 04</a>	Cost sheet of examinations
<a href="#">SOP 05</a>	Equal opportunities and special needs
<a href="#">SOP 06</a>	Mitigating circumstances (Special Considerations)
<a href="#">SOP 07</a>	Appeals

## Standard Operating Procedures – instruction packs

<a href="#">SOP 21</a>	Chief Examiners' instruction pack
<a href="#">SOP 22</a>	Compilers, Markers and Moderators instruction pack
<a href="#">SOP 23</a>	Project Markers pack
<a href="#">SOP 24</a>	Examiners in practical examinations instruction pack
<a href="#">SOP 25</a>	Invigilators' instruction pack

## Standard Operating Procedures – examination structures

<a href="#">SOP 41</a>	Background Knowledge Paper: Content and question categories
<a href="#">SOP 42</a>	Chief Examiner's Report Templates

## Standard Operating Procedures – policies

<a href="#">SOP 61</a>	Policy on Blue Badge Tourist Guide candidates
<a href="#">SOP 62</a>	Policy on tutors taking examinations
SOP 63	Policy on post-examination feedback to candidates (note this SOP will be added during 2021)
<a href="#">SOP 64</a>	Policy on advertising and appointing Chief Examiners, Examiners, Compilers and Moderators
<a href="#">SOP 65</a>	Language Examination Policies

Version	Month Finalised	Author	Owner	Last updated	Updated by	Change(s)
1.0	12/2020	Bea Grice	Examinations Cttee	12/2020	Bea Grice	Created
1.1				09/2021	John Milne	SO4 changed to reflect new exam fees.