



<b>EXAMINATIONS POLICY</b>
Approved by: Executive Group
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Strategy/Policy Responsibility: <i>Vice Principal Education &amp; Quality</i>
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## **EXAMINATIONS POLICY**

### **1. PURPOSE**

The purpose of the policy is to ensure that the exams management and administration processes within the College are run effectively and efficiently and in the best interest of the candidates. Hence, this policy will ensure that:

- 1.1 The centre complies with the regulations of the Awarding Bodies, including the Joint Council for Qualifications (JCQ), which represents the Awarding Bodies offering the majority of UK qualifications. The term Awarding Body refers to an Awarding Body or Exam Board.
- 1.2 All aspect of the centre's exam process is documented and other relevant exam related policies, procedures and plans are signposted.
- 1.3 All centre staff involved in the exam process clearly understand their roles and responsibilities and are well informed and supported.
- 1.4 All exam candidates know what is expected of them and that they understand the exam process.
- 1.5 All exams are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thereby ensuring that;

*".... The integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute."*

*[JCQ General Regulations for Approved Centres (GR) 1]*

The policy will be reviewed annually or as/when required to ensure that we accurately conduct exams and assessments at the College which truly reflects current JCQ (and awarding bodies) rules, regulations, instructions and guidance.

### **2. PRINCIPLES**

As a College, we are required to take specific measures to ensure that:

- The planning and management of exams is conducted efficiently and in the best interests of candidates whilst being fully compliant with all regulations.
- Exam Procedures and Practice are outlined in the Examinations Practice and Procedures Document.
- Secure storage and distribution of exams documentation.
- Provision of appropriate support arrangements for students with disabilities and/or learning difficulties, where required.
- Written and on-screen exams run in accordance with JCQ and relevant UCC regulations, to include provision of appropriate rooming and facilities.
- Clear, timely and accurate information is provided to candidates and relevant staff on exam timetables, rooming, results and post-results follow up.
- Clear advice and guidance is given to students and staff on the interpretation of regulations and exam procedures.
- Reporting all suspicions or actual incidents of malpractice, in accordance with the JCQ and relevant UCC regulations.

### 3. RESPONSIBILITIES OF CANDIDATES

#### Candidates are required to;

- Understand and adhere to the Awarding Bodies' rules and regulations and College requirements, as notified by the Exams Office and/or Invigilator.
- Notify the College where specific access arrangements are required at the point of enrolment or subsequently, providing sufficient notice to ensure appropriate support can be put in place.
- Sign a declaration that authenticates the examinations as their own.
- Arrive in time for the assessment – make sure beforehand that you know how long the assessment will last.
- The controlled assessment will **start promptly** at a prearranged time. If you are late you will simply lose time.
- **You must complete written answers using either a BLACK ink pen or word processor** although obviously graphs or drawings will be done with pencils or other appropriate equipment.
- **Mobile phones must be switched off** and out of reach.
- **Bring** the necessary equipment (including **calculators**) for the assessment.
- You **must not** use correction fluid or highlighter pens.
- **Fill in all required details** on the front of the answer paper before you start the assessment.
- You should not expect to ask your teacher for help during this assessment as help cannot be given.
- Arrive timely (15 minutes prior) for the date and time of the examination
- Behave in an appropriate manner under exam conditions, as stated by the invigilator in the instructions to candidates.

### 4. MALPRACTICE

The College does not tolerate actions (or attempted actions) of malpractice by students or members of staff. Examples of these and procedures undertaken for malpractice during examinations are outlined in the **Malpractice Policy**.

#### Links to this Policy:

- Examinations Practice and procedures Roles and Responsibilities document.
- Access arrangement document
- Definitions and responsibilities document