



FE Examinations Policy

Document title:	FE Examinations Policy
Audience:	Students, permanent and part-time academic staff, permanent and part-time support staff
Version:	2.0
Approved by:	Senior Leadership Team
Date approved:	14 October 2020
Date of next review:	August 2021
Document owner:	Vice Principal Quality & Student Experience
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.0	Replacement	October 2018	Placed policy on new (current) template. No other changes.
2.0	Replacement	October 2020	Review of policy to disaggregate from procedure and align to new policy format

Monitoring and review

This policy will be reviewed by the Senior Leadership Team at least every 2 years or following significant changes to JCQ regulations.

FE Examinations Policy

Purpose of the Policy

The purpose of this exam policy is to ensure the operation of a current and efficient examinations system that is conducted efficiently and in the best interest of candidates whilst maintaining the security and integrity of all examination resources and compliance with Joint Qualifications Council (JCQ) and Awarding Organisations policies and regulations.

The College will:

- Ensure that every student is given equal opportunities whilst undertaking summative assessments and examinations as part of their course
- Conduct all summative examinations up to and including level 3 under controlled conditions
- Ensure and maintain the integrity and security of examinations to the Joint Council for Qualifications (JCQ) Regulations for Further Education examinations.
- Ensure appeals and incidents of malpractice follow the policy and procedure that is contained within JCQ Regulations and /or relevant awarding body regulations.

Related documents

Student Handbook

JCQ Instructions for Conducting Examinations

JCQ General Regulations for Approved Centres

JCQ Conditions for Storing Confidential Exam Material

JCQ Awarding Body Appeals Process

JCQ Information for Candidates Publications:

- Controlled Assessments
- Coursework
- On-Screen Tests
- Privacy Notice
- Social Media
- Written Examinations

JCQ Access Arrangements and Reasonable Adjustments and A guide to the Special Consideration process.

Awarding Organisation Handbooks

Related policies

Policy on Appeals for Internal Assessments for External Qualifications & Enquiries about Results.