



FE Examinations Procedures

Document title:	FE Examinations Procedures
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

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 procedure to disaggregate from procedure and align to new policy format

Monitoring and review

This procedure will be reviewed by the Senior Leadership Team at least every 2 years.

FE Examination 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.

Implementation

The responsibility to implement this procedure is the Student Records and Management Information Services Team. The exams management and administration process that needs to be undertaken for each exam series is referred to as the exam cycle and relevant tasks required include:

- Examination Entries
- Pre-exams
- Exam time
- Results and post results

Examination entries

Candidates are selected for their exam entries by the tutors. Both the candidate and tutor can request a subject entry, change of level or withdrawal. For GCSE / A Level entries all students must discuss this with their tutor prior to any amendment requests.

Bradford College accepts entries from external candidates and the centre acts as an exam centre for other organisations.

Entry Details

All individual candidate statements of entry or individual timetables will be posted to the candidate's home address.

The Examinations Team will accept withdrawals (using the appropriate withdrawal forms), amendments and changes of tier up to the deadline date set by the Awarding Organisation.

Late Entries

Late entries can be authorised by the Heads of Department (Curriculum). The deadlines for late entries are circulated via email from the Examination Office and will be posted on the FE Examinations webpage.

The FE Examination Officers will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

Any late entries processed (after the published deadline set by the awarding board) will incur a late fee. Late entry or amendment fees are paid by the department responsible for the need to make the change.

Resits

Resit decisions are made by the Head of Department in consultation with the candidate.

Candidates will be allowed to take the maximum free resits set by the awarding organisation. If a candidate has sat the maximum free resits and still requires a further resit, the candidate will have to pay the resit fee set by the awarding organisation, and an admin fee may also be charged. This fee will have to be paid prior to the candidate being entered.

Exam Fees

Standard registration and examination fees are paid by the centre.

Reimbursement of fees will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Late entry or amendment fees are paid by the department responsible for the need to make the change.

Resit fees are paid by the candidate/centre. **(See also section above: Resits)**

Pre-Exams

Exam Access Arrangements

The Equality Act 2010 strengthens the duty to make reasonable adjustments, defines substantial disadvantage and places new duties on the qualification's regulators.

The awarding bodies have a duty to not discriminate against individuals in conferring qualifications in respect of all protected characteristics set out in the Act 2010 (with the exception of the protected characteristics of marriage and civil partnership).

All staff involved in the exam process must ensure that examination arrangements meet the requirements of the Equality Act 2010.

If a student completes an assessment with the Additional Learning Support team and is identified as having a learning difficulty and/or a disability, Learning Support will inform both tutors and FE Examinations Office of the needs of these candidates. The examination timetable will be provided to Learning Support by the Student Record & DFE Officer responsible for collating the examination timetable. Learning Support will inform individual staff of any special arrangements (via an Exam Consideration Form) that individual candidates may be granted during the course.

All requests for special requirements / access arrangements must be submitted to the Student Records & Examination Team in accordance with the Awarding Board regulations / timescales. It must also be noted that it is at the discretion of the Centre Manager to allow such requests to be authorised based on availability of resources.

Course tutors identifying candidates who may require access arrangements after the start of the course should inform the Additional Learning Support team at the earliest opportunity. It is the course tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

The Student Records & Examination team will make the necessary arrangements to apply for the access arrangements / special consideration from the awarding board.

Briefing Candidates

The Examinations Office will ensure all candidates will be issued with relevant examination information, including that from the JCQ and the Awarding Organisation. This should include information on:

- Exam clashes
- Arriving late for an exam
- Absence or illness during an exam
- Equipment that is/is no provided by the centre
- Food and drink in exams rooms
- When and how results will be issues
- When and how certificates will be issued
- How to access scripts
- Enquiries about results and appeals procedures

Estimated Grades

The Head of Department (Curriculum) will ensure tutors have completed estimated grade forms and returned them to the Examination Office prior to the published deadlines. The relevant Exam Officer will then submit the grades to the Awarding Organisation prior to the external deadline and keep a record to track what has been sent.

Invigilation

External invigilators will be used for all examinations where ever possible. The Exams Office deploy invigilators to exam rooms according to the required ratios and liaises with the Additional Learning Support Manager regarding the facilitation of access arrangements.

Where an external invigilator cannot be identified then a trained member of college staff, who has not been involved in delivering the qualification linked to the student/s sitting the exam will be deployed by the Examinations Office.

Security of exam materials

The Student Records & DFE Team leader will ensure the that confidential materials delivered to the centre and recorded and securely stored according to JCQ and awarding body requirements.

Timetabling

The FE Examination Office will book all exam rooms after liaison with other users and make the question papers, other exam stationary and materials available for the invigilator.

Exam Time

The Exam Team Leader will ensure documentation relating to individual access arrangements are providing including a process to deal with emergency access arrangements as they arise.

The lead invigilator will be briefed by the relevant exams officer for each exam and is responsible for setting up the allocated rooms. The lead invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam outside the allocated examination room to assist with identification of candidates but must not advise on which questions are to be attempted or enter the examination room.

In practical examinations subject tutors may be on hand in case of any technical difficulties.

Exam papers must not be read by subject tutors or removed from the exam room before the end of a

session. Papers will be distributed by the FE Examination Officers (where approved by the Awarding Board) to the subject tutors at the end of the exam session.

Any late candidates will be dealt with according to JCQ regulations.

Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal centre rules on dress and behaviour apply.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates will be dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

Identifying candidates in an exam room.

- Candidates to provide student ID, this will be checked by the invigilator.
- Exams officer to provide print out of student ID in the event of student forgetting the ID.

Clash Candidates

Where a candidate has a clash of exams the FE exams Team leader will be responsible for arranging the supervision of escorts, identifying a secure venue and arranging overnight supervision.

Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The relevant FE Examination Officer will then forward a completed special consideration form to the relevant Awarding Organisation within 10 days of the exam.

Coursework

Candidates who have to prepare coursework should do so by the required date.

The FE Examinations Team will ensure all coursework is despatched at the correct time in accordance with the awarding organisation's deadlines. Tutors must provide marks for all internally assessed work and estimated grades to the Exams office by Awarding Organisation deadlines.

Keeping a record of what has been sent, when and to whom is the responsibility of the FE Examinations Team.

Appeals against Internal Assessments

The centre is obliged to publish a separate policy on this subject, which is available from the FE Examinations Team.

The main points are:

- Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals must be made in writing to the FE Examinations Team Leader who will decide whether the process used meets the necessary requirements.
- The FE Examinations Team findings will be notified in writing to the appellant, and recorded for awarding organisation inspection.

Results and post results

Results

All individual candidate statements of results received during the course will be posted to the candidate's home address.

Enquires about Results (EAR's)

Enquiries about Results (EAR's) for general qualifications may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. A fee for the service will be charged to the candidate.

Access to Scripts

After the release of results of general qualifications, candidates request the return of exam scripts for scrutiny of the results.

If a result is queried, the FE Examinations Team will investigate the feasibility of asking for a re-mark at the centre's expense. The consent of candidates must be obtained.

Tutors may also request scripts for investigation or for teaching purposes, the consent of candidates must be obtained.

Certificates

All certificates are posted out to candidate's home address. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates that have been unable to be delivered will be returned to the centre and will be retained for 12 months. Candidates may collect and sign for their certificate within the 12 months it remains at the centre.

All certificates that are not collected after 12 months will be returned back to the awarding board it originated from. Any requests for replacement certificates will be directed to the awarding board and will incur a fee set by the awarding board.

Responsibilities

Vice Principal Quality & Student Experience is responsible for:

- The conduct of the College as a JCQ approved exam centre;
- Reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.
- Ensuring that the examination policy is updated to reflect changes to JCQ and Awarding Organisation regulations

The **Head of Student Records and Management Information Services** is responsible for:

- Ensuring the administration of public and internal examinations are conducted in line with the policy and procedures.
- Advising Curriculum Managers, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards;
- Overseeing the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- Ensuring that candidates are informed of and understand the exam timetable;
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines;
- All exam papers and completed scripts are checked and stored securely;
- Administering access arrangements and makes applications for special consideration using the JCQ Regulations
- Managing income and expenditures relating to all exam costs/charges;
- Ensuring all exams have the appropriate invigilation and are conducted in line with JCQ regulations
- Ensuring candidates' coursework and any other material required by the appropriate awarding bodies are stored and dispatched correctly and on schedule;
- Disseminating exam results and certificates to candidates and forwards, in consultation with the Head of Centre, any appeals/re-mark requests;

The Head of Department (Curriculum) is responsible for:

- Ensuring accurate examination information for the Student record & DFE team in a timely manner including, coursework mark sheets, declaration sheets, candidate lists
- Ensuring all students are prepared for and have the correct information about their examination entries

The Head of Additional Learning Support is responsible for:

- Identification and testing of candidates' requirements for access arrangements;
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Appendix 1 Qualifications

The qualifications offered at this centre are decided by Heads of Curriculum Departments.

The awarding bodies we currently work with are:

AAT - Association of Accounting Technicians

Website: www.aat.org.uk

ABC - Awarding Board Consortium

Website: <http://www.abcawards.co.uk/>

ActiveIQ

Website: www.activeiq.co.uk

AQA - The Assessment and Qualifications Alliance

Website: www.aqa.org.uk/

Ascentis

Website: www.ascentis.co.uk

BII - British Institute of Inn keeping

Website: www.bii.org/home

CACHE - Council for the Award in Children Care and Education

Website: www.cache.org.uk/CacheDnn/Default.aspx

Cambridge - University of Cambridge ESOL exams

Website: <http://www.cambridgeenglish.org/>

CAVA – Cambridge Access Validating Agency

Website: <http://www.cava.ac.uk/>

CG - City and Guilds

Website: www.cityandguilds.com/uk-home.html

CERTA – National Awarding Organisation & Access Validating Agency

Website: <http://www.certa.org.uk/>

CIEH - Chartered Institute of Environmental Health

Website: www.cieh.org/

CIM – Chartered Institute of Marketing

Website: www.cim.co.uk

CLC - Council for Licensed Conveyancers

Website: www.conveyancer.org.uk/

CSKILLS - Construction Skills

Website: www.cskills.org/

Edexcel - An awarding board incorporating BTEC and London Examinations

Website: www.edexcel.com/Pages/home.aspx

First4Sport

Website: www.1st4sport.com

ILM - Institute of Leadership and Management

Website: www.i-l-m.com/

ILEX - Institute of Legal Executives

Website: www.ilex.org.uk/

NCFE - Northern Council for Further Education

Website: www.ncfe.org.uk/

NOCN - National Open College Network

Website: www.nocn.org.uk/Homepage/

OCR - Oxford, Cambridge and RSA Examinations

Website: www.ocr.org.uk/

Qualsafe - Qualsafe Awards Exam Board

Website: www.qualsafeawards.org

SIGNATURE - Council for the Advancement of Communication with Deaf People

Website: www.signature.org.uk/

Sport Leaders UK – Sport Leaders UK

Website: www.sportleaders.org.uk

VTCT - Vocational Training Charitable Trust

Website: www.vtct.org.uk/

WJEC - Welsh Joint Education Committee

Website: www.wjec.co.uk/

The qualifications offered in any academic year may be found in the centre's published prospectus for that year and website. If there has been a change of syllabus from the previous year, Heads of Curriculum Departments must inform the relevant Examination Officer.