

Buxton and Leek College FE Exam Policy

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Purpose:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of the candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- It is the responsibility of everybody involved in the exams process to read, understand and implement this policy.
- The policy will be reviewed every year by the Exams Team Leader.

1. Responsibilities

Principal

- Overall responsibility for the College as an exam centre.

Exams Team Leader

- Manages the administration of external and certain internal exams and exam results.
- Advises tutors and other relevant staff on exams timetables, key dates and processes as directed by the awarding bodies and JCQ.
- Receives, checks and stores securely all exam papers and associated materials.
- Administers access arrangements in line with JCQ and awarding body regulations.
- Authorises and submits applications for special consideration.
- Accounts for expenditure relating to all exam costs and charges.

- Organises recruitment, training and management of a team of invigilators.
- Submits candidate coursework and NEA marks, completed exam scripts and associated materials to awarding bodies as required and within deadlines.
- Authorises and submits enquiries about results.
- Arranges for dissemination of exam results and certificates.
- Maintains systems and processes to support above.

Curriculum Leaders

- Guidance to candidates regarding their exam entries and their responsibilities.
- Accurate completion of coursework mark sheets and declaration sheets.
- Enrolment on correct programme and subsequent transfers, withdrawals where necessary.

Top up Zone

- Assessment of candidates requiring access arrangements.
- Submission of Form 8s and other assessment documentation to the exams team to enable access arrangements to be put in place where applicable in exams.

Invigilators

- Collection of exam papers and related materials from the exams office prior to the exams.
- Manages the conduct of exams in line with JCQ and awarding body regulations.
- Collection and collation of exam papers following exams and return to exams office.

Candidates

- Provision of necessary equipment for exams in line with regulations.
- Ensuring they attend exams at the correct venue date and time.
- Follow the instructions of invigilators whilst entering, leaving and in the exam room.

2. Exam series and timetables

- External exams are scheduled according to the dates stipulated by the awarding bodies and JCQ.
- On demand exams are scheduled according to dates agreed between curriculum and exams team.

3. Entries, late entries & re-sits

- Candidates are entered for exams as per their enrolment and confirmation by tutor/CL.
- The centre does not accept entries from external candidates.
- Candidate statements of entry will be posted to home addresses or distributed in class.
- Entries to be submitted by the exams team in line with awarding body deadlines
- Late entries are accepted as authorised by the CL and Exams Team Leader.
- Re-sits to be processed when authorised by CL.

4. Exam Fees

- Registration and exam fees to be paid for from the exams budget. Reimbursement may be sought from candidates who fail to sit an exam without medical certification or other mitigating circumstance.
- Late entry fees to be paid by party responsible for late submission.

5. Disability Discrimination Act and Access Arrangements

- Exam centre staff to ensure that access arrangements regulations and guidance consistent with DDA.
- Top up Zone will liaise with curriculum regarding students requiring access arrangements.
- Candidates requiring access arrangements identified at enrolment/admissions.
- Access arrangement applications are submitted to the awarding bodies by the Exams Team Leader.

6. Invigilation

- External invigilators, exams staff or staff authorised by the Exams Team Leader to be used for all external exams.

- Recruitment and training of invigilators is the responsibility of the Exams Team Leader.
- DBS checks to be completed by HR.
- Invigilators to confirm the identity of candidates.
- Estates staff are responsible for setting up exam rooms as directed by the exams team.
- Invigilators will conduct exams according to JCQ and awarding body regulations.
- Subject staff are not allowed to enter the exam room.
- Centre rules on dress and behaviour apply.
- Candidates' personal belongings remain their own responsibility.
- Disruptive candidates and cases of malpractice to be dealt with in line with JCQ and awarding body regulations.
- Exam disturbances or malpractice to be reported to the Exams Team Leader.

7. Special Consideration

- It is the responsibility of candidates to report any requests for special consideration to the invigilator, tutor or exams office.
- Special consideration applications to be authorised by Exams Team Leader in consultation with curriculum staff where appropriate.
- Applications to be supported by medical or other documentation. Candidate is responsible for providing this.

8. Results and Enquiries about Results

- Results are posted to candidate home addresses.
- EARs are requested by curriculum staff where there are genuine grounds for doing so.
- Where a candidate requests an EAR against the decision of curriculum staff they will be responsible for the appropriate fee.
- Candidate consent must be obtained prior to any re-mark request.

9. Certificates

- Certificates are posted to candidates' home addresses.
- Certificates are not withheld from candidates who owe fees.

- Certificates returned to the exams office as not delivered or collected will be retained as directed by the awarding body, and then will be securely destroyed.

Exams Team Leader

17 January 2019

To be reviewed 17 January 2021