Purpose

The purpose of this exams policy is:

● to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.

● to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the exam process to read, understand, and implement this policy.

The exams policy will be reviewed every year on receipt of JCQ updates.

The exams policy will be reviewed by the Exams Team and approved by the Leadership Team

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Leadership Team:

● has overall responsibility for the college as an exams centre and advises on appeals and re-marks.

● is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document 'Suspected Malpractice in examinations and assessments'.

● accounts for income and expenditures relating to all exam costs/charges.

Exam Officers:

- manage the administration of all exams.
- ensure that a robust system of registration is in place to ensure that all learners are registered on courses in line with examination board's requirements and within deadline. Such a system should take account of checking details of learners, the type of course they have been registered onto and the need to cross check all details with Programme Managers/Tutors.
- ensure that individual learner registration and certificate claims are accurate and secure.
- advise the programme managers, course tutors, and other relevant support staff on annual exam timetables and procedures as set by the various awarding bodies.
- oversee the production and distribution, to all college staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- ensure that candidates are informed of and understand those aspects of the exams timetable that will affect them.
- check with programme managers and teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provide and confirm detailed data on estimated entries.
- maintain systems and processes to support the timely entry of candidates for their exams.

- receive, checks and stores securely all exam papers and completed scripts and ensure that scripts are dispatched as per the guidelines.
- administer access arrangements and make applications for special consideration following the regulations in the JCQ publication 'A guide to the special consideration process'.
- identify and manage exam timetable clashes.
- ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies, correctly and on schedule.
- track, dispatch, and store returned coursework / controlled assessments.
- To claim valid learner certificates by an agreed deadline.
- arrange for dissemination of exam results and certificates to candidates. (Postal requests are dealt with once learner agrees to take responsibility and pays for postage)
- ensure that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements.

Programme Managers / Course Tutors

- Ensure that all learners are recruited onto courses based on their current skills to give them the best possible chance of success.
- Follow a robust procedure to ensure the accuracy of learner registrations.
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exam officers.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- supplying information on entries, coursework and controlled assessments as required by the exam officers.
- identification and testing of candidates' requirements for access arrangements and notifying the exam officers in good time so that they can put in place exam day arrangements.
- process any necessary applications to gain approval (if required).
- working with the exam officers to provide the access arrangements required by candidates in exams rooms.

Invigilators:

● assisting the exam officers in the efficient running of exams according to JCQ regulations.

● collection of exam papers and other material from the exam office before the start of the exam.

● collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam office.

Candidates:

● confirmation and signing of entries.

● understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

● ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered.

The qualifications offered at TACC are decided by the Leadership Team and Programme Managers

The qualifications/subjects offered in any academic year may be found on the college website. If there is to be a change of specification for the next year, the exam office must be informed before the start of the new academic year.

Informing the exam office of changes to a specification is the responsibility of the Programme Managers.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Programme Manager and course tutor.

Entries, entry details and late entries

Candidates cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Programme Managers / Course Tutors via email.

Programme Managers / Course Tutors will provide entry information to the exam officers to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Programme Managers.

GCSE and Functional Skills re-sits are allowed for TACC learners.

Re-sit decisions will be made by Programme Managers in consultation with Course Tutors.

Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The exam officers will publish the deadline for actions well in advance for each exam series.

GCSE entry exam fees are included in the course fees.

Functional skills entry exam fees are included in the course fees.

Late entry or amendment fees are paid by the college.

Re-sit fees are paid by the candidate (unless the awarding body allows free re-sits). Candidates would also be required to pay an admin fee.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The college will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of all staff involved in the exams process.

Access arrangements

Programme Managers will liaise with Course Tutors of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the Programme Manager in liaison with the course tutor.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Programme Manager and Exam Officers

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exam Officers.

Rooming for access arrangement candidates will be arranged by the Exam Officers.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exam Officers in liaison with the Programme Manager.

Contingency planning

Contingency planning for exams administration is the responsibility of all staff involved in the exams process.

Contingency plans are available via Teams and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Programme Managers / Course Tutors are responsible for submitting estimated grades to the exam officers when requested by the exam officers.

Managing invigilators

Invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the Exams Team Leader in liaison with Leadership Team

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Team.

DBS fees for securing such clearance are paid by the college.

Invigilators' rates of pay are set by the Leadership Team.

Invigilators are recruited, timetabled, trained, and briefed by the Leadership Team / Exams Team Leader.

Malpractice

The Leadership Team in consultation with other staff involved in the exam process is responsible for investigating suspected malpractice. The Malpractice Policy Statement is available via Teams and follows the JCQ publication Guidance for dealing with instances of suspected malpractice in examinations.

Exam days

The exam officers will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Exams Team is responsible for setting up the allocated rooms.

The invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates.

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

Exam papers must not be read by curriculum staff or removed from the exam room before the end of a session. Papers will be distributed to Programme Managers in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

The exam officers will provide written information to candidates in advance of each exam series.

A formal briefing session for candidates may be given by the Course Tutor.

The college's published rules on acceptable behaviour always apply. Candidates' personal belongings remain their own responsibility and the college accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.

This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

The exam officers are responsible for handling late or absent candidates on exam day.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the college to that effect.

The candidate must support any special consideration claim with appropriate evidence. The exam officers will inform the candidate of the Awarding Body's timescale.

The exam officers will make a special consideration application to the relevant awarding body within the required number of days of the exam.

Internal assessment

It is the duty of Programme Managers / Course Tutors to ensure that all internal assessment is ready for dispatch at the correct time. The exam officers will assist by keeping a record of each dispatch, including the recipient details and the date and time sent. The non-examination assessment policy can be accessed via Teams.

Marks for all internally assessed work are provided to the exam team by the Programme Managers / Course Tutors.

The exam officers will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the college's Exam Appeals Policy available via Teams.

Results

Candidates will receive individual results slips on GCSE results day, in person at the college.

Enquiries about Results (EAR)

EARs may be requested by college staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

EARs requested by the candidate will be paid for by the candidate.

EARs requested by the centre will be paid for by the centre.

All decisions on whether to make an application for an EAR will be made by the Programme Managers.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the college will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exam Officers following the JCQ guidance.

Certificates

Candidates will receive their certificates in person at the centre.

● Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for one year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be requested by the candidate directly from the awarding body. This will carry a cost for the candidate.