



**Title: Exams and Controlled Assessment Policy and Procedure**

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## **External Examinations Policy and Procedure**

The policy applies to all external examinations taken as part of a student's agreed College Study programme as recorded on the College Information System. Other than for re-sits internal candidates cannot be entered for an exam unless they are enrolled on the appropriate course on the CIS database.

### **1. Entries**

- It is the responsibility of the Head of Department to ensure that the Exams Office is aware of the correct Board, specification and entry code for all their exams and modules for each season. This will be part of a checking exercise at the end of each academic year. The Exams Office must be informed immediately of any changes to this information
- Teachers will pass on to students' information about entry and examination dates. Entries which are administered by the Exams Office must be made on the class lists which are provided by the Exams Office. Students not correctly enrolled on a course cannot be registered or entered for an exam. Entries which are not submitted by the College's entry date will not be entered for the exam.
- The subject department concerned will make entries for the class. The Exams Office will produce a class list and the teacher will indicate the exams to be taken. The teacher's signature will indicate acceptance that the exam details and entries are correct.
- College will pay for all entries which are on class lists. Individual students will pay for entries for re-sits which are not associated with a current class or where it is an additional entry to that planned by the College.
- If a department causes the College to pay Late Entry Fees [e.g. by omitting to make entries or entering students for the wrong module] then they will be responsible for paying the difference between the normal fee and the late fee.
- Re-sit entries for all students are the responsibility of the individual. Entries must be made on the official forms which are available on Moodle. Students who have not submitted payment and an entry form by the College's entry date will not be entered for the exam. Teachers will be asked to confirm re-sits in order to ensure that the students are entered for the correct module and are not contravening exam board regulations.
- The College will not accept external entries for non-TRC students. Ex TRC students will be accepted as External Candidates for the Module fee plus a fee of £25 per subject to cover Administration costs, providing the College has other entries for the subject in the particular season (the College will also accept external entries from the dependants of staff providing the College has other entries for the subject in that particular season).

### **2. Fees**

[ The relevant fees for each year are shown on Entry Forms]

- College will pay for one exam entry per subject for all students on courses. Students who drop a subject after exam entries have been submitted [see relevant dates in the College Calendar] will be expected to re-imburse College for their Entry Fees

following receipt of an invoice. No further Examination Entries for Individual students will be made until this fee has been paid

- If the student fails to attend for any part of the examination (including submission of coursework) then they will reimburse the College for exam fees paid following receipt of an invoice (other than for medical reasons with an accompanying Doctor's note).
- The individual student must pay the second and subsequent entry fees for an examination. These fees are not returnable.
- In cases of hardship the student should arrange an appointment with Student Services who will discuss payment options. Students who wish to appeal against a decision about fees should submit their case, in writing, to the Principal stating any extenuating circumstances

### **3. Timetables**

- A master exam timetable and individual students' exam timetables will be displayed on the Exams Noticeboard and the College website as soon as they are available.
- Availability of timetables will be advertised using Email and Moodle.
- Individual timetables and official regulations will be published and issued via Main Reception and on Moodle.
- College **cannot** change published examination dates other than for clashes with other mainstream external exams.

### **4. Examinations**

Full regulations are displayed outside Exam Rooms and the College website and instructions are printed on Student's Examination timetables

- It is the student's responsibility to ensure they are in the correct location 10 minutes before TRC's published start time of the exam. (This may differ from Examination Board published start times).
- Unauthorised materials (including personal music/games players, mobile phones and personal organisers) must not be taken into an Examination.
- Students must sit at the correct desk and are not allowed to leave the examination until the official end time. All students should have their ID card visible on the desk. Students wearing a Hijab must have their identity verified by a female invigilator at the start of the exam.
- Access Arrangements are organised by the Exams Officer following liaison with the CLASS team. Eligibility for Access Arrangements will follow Joint Council for Qualifications Regulations. Students will be informed of their Access Arrangements when Timetables are issued
- Staff must keep a record of the application of Access Arrangements for each student in order to ensure proof of common practice can be provided.
- Students who feel they may be eligible for Special Consideration should take any evidence to the Exams Office. The Exams Officer will apply for any Special Consideration which is allowable following Exam Board Regulations.

- Students who fail to turn up for examinations other than for reasons eligible for Special Consideration will be expected to reimburse the College for any exam fees incurred.
- CIS will forward mark registers for all students taking exams. Leave of absence will be given for the length of the exam. Students are expected to return to lessons after the exam has finished.
- Students who have an afternoon exam will be given leave of absence for morning lessons for revision and exam preparation and the Register marked 'E' by CIS.

## **5. Results**

- Results can be collected from College in person at the time and location publicised by the College. Results will not be given out over the telephone, fax or by Email. Results can only be given to a third party if pre-arranged with the Exams Office and with written permission of the person named on the results. Proof of identity will be required.
- Students who are unable to collect results should leave a SAE with the exam office. These will be posted on results days.

## **6. Enquiries about Results (EARs)**

- EARs may be requested by students or HoD's if there are reasonable grounds for believing there has been an error in marking. The student's consent is required before any EAR is requested.
- Students can request that an EAR be carried out and they will be charged for this service before a request is made to the awarding body. The Exams Officer will make available to every student on results day an up-to-date table showing the fees and deadline dates for the EAR service as set by the awarding bodies.
- If a result is queried by a Head of Department then the fee will be paid for by the college.
- If the centre marks for internal assessment have been accepted by an awarding body without change then it is not possible to request a re-mark of this component.
- After the release of results, students may request the return of one or more of their exam papers and they will be charged for this service.
- HoD's may also request scripts for investigation or for teaching and learning purposes. For the latter, the consent of candidates must be obtained first.
- GCE and GCSE re-marks cannot be applied for once an original script has been returned.

## **7. Certificates**

- Certificates will be posted to students by a traceable method in December following the Summer Exam series.
- Any Certificates returned due to non-delivery must be collected by the student within 12 calendar months.

- Any unclaimed certificates will be destroyed after 12 calendar months from receipt.

## **8. Controlled Assessments**

- The HOD and the Assistant Principal Curriculum and Systems are responsible for the safe and secure conduct of controlled assessments.
- HoDs will be responsible for providing the Exams Officer with full details, including codes, for all controlled assessments.
- The Exams Officer will consult with HoDs to schedule controlled assessments in order to co-ordinate the timing and requirements for all assessments.
- HoDs are responsible for ensuring that at least 40% of overall assessment is taken in the exam series in which the qualification is certificated in order to satisfy the terminal assessment requirement in accordance with awarding body specification.
- HoDs will standardise internally the marking of all teachers involved in assessing an internally assessed component, ensuring that they are aware of their responsibilities and the requirements of the awarding body.
- HoDs will, where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- HoDs will obtain confidential materials /tasks set by awarding bodies in sufficient time to prepare for the assessment and ensure that such materials are stored securely at all times.
- HoDs, teaching staff and invigilators will supervise assessments (at the specific level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- HoDs will ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- After marking the components using the mark schemes provided by the awarding bodies the HoD should submit marks through the exams office, keeping a record of the marks awarded.
- HoDs should retain work securely between assessment sessions and retain all candidates' work securely until the closing date for enquiries about results.
- HoDs will be informed of students eligible for Special Arrangements by the Exams Officer following liaison with the CLASS team. HoDs should make the necessary arrangements and inform the students.

## **9. Internal Appeals procedure for coursework assessments & Non Examination Assessments**

- If a student feels that there has been an error in the assessment or grading of a piece of work they should follow the following two-stage process.
- The matter may be resolved at any stage and this should be indicated on the relevant documentation.

- All stages should be fully documented and be signed by the student and the member of staff involved. There should be four copies of all documentation:

- One to be filed in the student's record envelope
- One to be given to the student
- One to be filed in the department's records
- One for the relevant member of SMT

### **Stage 1 – Informal Appeals Procedure**

- The student should inform the teacher of their grievance within two working days of receipt of the assessment decision.
- The teacher will review the assessment and notify the student of the outcome within two working days.
- If the grievance remains unresolved the student should request reassessment by a more senior member of the Department (Head of Department or relevant member of SMT) or the Internal Verifier for the programme within two working days.
- The staff will inform the student of the reassessment decision within five working days (after taking advice from the Awarding Body if appropriate).
- If the matter is still unresolved the student should progress to Stage 2

### **Stage 2 – Formal Appeals Procedure**

- Within five working days of the reassessment decision the student should submit an appeal to the relevant member of SMT. Tutors or other appropriate staff will give help and advice in the procedural aspects of making the appeal.
- The Senior Manager will acknowledge receipt of the form in writing and inform the student and Department of the date of the appeal.
- The appeal will take place within ten working days of receipt of the appeal.
- The appeal committee will be chaired by a member of SMT and include an Assistant Principal [Curriculum].
- Copies of all relevant documentation must be provided for all members of the appeals committee at least two working days before the hearing.
- The outcome of the hearing will be put in writing with copies to the student, student record file, Department and relevant SMT member. This will take place within two working days of the appeal hearing.
- If the appeal is upheld the work will be re-assessed and any staff training issues referred to the Staff Development Team.
- If the appeal is dismissed the grade awarded will be assigned.

The decision of the appeals committee is final.

10. Please see the separate BTEC examinations procedures in resources on sharepoint.