

EXAMINATIONS & ASSESSMENT POLICY

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EXAMINATION AND ASSESSMENT POLICY

1. POLICY STATEMENT

- 1.1** The purpose of the examination and assessment policy is to ensure the planning and management of examinations and assessment is conducted efficiently and in the best interest of candidates with clear guidelines for all staff and students.
- 1.2** It is the responsibility of everyone involved in the examination and assessment processes at the College to read, understand and implement this policy.

2. SCOPE

- 2.1** This policy applies to all learners seeking assessment and / or examination certification and staff involved in and / or responsible for managing that assessment.
- 2.2** For the purpose of this policy, **coursework** is defined as any piece of assessed work whose mark contributes to the final grade of a course undertaken at the College. **On course assessment** is defined as any piece of assessed work whose mark does **not** directly contribute to a final grade
- 2.3** This policy takes the place of three separate policies relating to examinations and assessment: Examination Policy, Student Assessment Policy, Coursework Deadlines Policy. It should be read in conjunction with the Internal Appeals Policy.
- 2.4** This policy will be reviewed every three years or earlier if necessary.

3. EXAMINATION RESPONSIBILITIES

- 3.1** The Principal has overall responsibility for the College as an examination centre. He/she will:
- Advise on appeals and re-marks.
 - Be responsible for reporting all suspicions or actual incidents of malpractice and will refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

3.2 The Examinations Manager is responsible for the management of the administration of public and internal examinations and analysis of examination results. He/she will:

- Advise the SMT, Heads of Department and tutors and other relevant support staff on annual exam timetables and application procedures as set by the various examination boards.
- Oversee the production and distribution to staff, and candidates of an annual calendar for all examinations 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 examination timetable that will affect them.
- Consult with Heads of Department to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all examination papers and completed scripts.
- Administer access arrangements and make applications for special consideration in liaison with the Learning Support Department, using the JCQ 'Access arrangements and special considerations regulations' and 'Guidance relating to candidates who are eligible for adjustments in examinations.'
- Identify and manage examination timetable clashes.
- Account for income and expenditures relating to all examination costs/charges.
- Line-manage the Examinations Assistant who will organise the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- Prepare and present reports to the SMT/Faculty Heads showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arrange for dissemination of examination results and certificates to candidates and forward, in consultation with the SMT and Faculty Heads, any appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their examinations.
- Liaise with the Estates department regarding the setting up of rooms for examinations.

3.3 The Assistant Principal (Quality & Curriculum) is responsible for the organisation of teaching and learning.

3.4 Heads of Department/Senior Tutors are responsible for:

- Additions or removals from candidate lists.
- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry sheets and adherence to deadlines.
- Changes of course/entry/levels.
- Referral to Learning Support where appropriate.

- 3.5** The Senior Tutor with responsibility for careers is responsible for guidance and careers information.
- 3.6** Subject teachers are responsible for the submission of candidate names to their Head of Department.
- 3.7** The Examinations team is responsible for:
- Liaison with the Head of Learning Support, Heads of Department and CIS.
 - Arrangements of examinations and coursework.
 - Applying for special consideration for candidates in liaison with Heads of Department and Senior Tutors.
 - Input of data.
 - Communication with the awarding bodies.
 - Posting of examination papers.
 - Post-results procedures in conjunction with Senior Tutors and Heads of Department.
- 3.8** The Finance Office is responsible for taking fee payments from candidates.
- 3.9** The CIS department is responsible for managing and analysing achievement data.
- 3.10** The Head of Learning Support is responsible for:
- Identification and testing of candidates' requirements for access arrangements.
 - Administration of access arrangements.
 - Provision of additional support for example: spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, assistive technology.
- 3.11** Senior Invigilators/Invigilators are responsible for:
- Collection of examination papers and other material from the Examinations Office before the start of the examination.
 - Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office.
 - The timely start and end of examinations.
 - The conduct of students during examinations, ensuring that examinations are conducted in accordance with JCQ regulations.
 - Assisting in the provision of access arrangements as and when required to meet individual student needs.
- 3.12** Candidates are responsible for:
- Confirmation and signing of entries.
 - Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

4. QUALIFICATIONS OFFERED

- 4.1** The qualifications offered at BHASVIC are decided by the Assistant Principal (Q&C) in conjunction with the Curriculum and Quality Team. Curriculum changes involving significant resource changes will be agreed by the Senior Management Team. The Brighton and Hove Colleges' Accord and Brighton and Hove Learning Partnership agreements will be adhered to.
- 4.2** The qualifications currently offered are GCSE, AS and A levels, Key skills, ESOL, BTEC, City & Guilds and NVQ, NCFE, OCR vocational qualifications, Functional Skills, the Advanced Specialised Diploma.
- 4.3** The subjects relating to these qualifications in any academic year may be found in the College's prospectus and on the College's website and are available in alternative formats. If there has been a change of syllabus from the previous year, the Head of Department must ensure the CIS department is informed and the details recorded in the Course Master File as soon as the decision is taken.

5. EXAMINATION SERIES AND TIMETABLES

- 5.1** Internal examinations are organised as required by Heads of Department throughout the year. They will normally take place in lesson time in normal teaching rooms. Occasionally, Heads of Department will want to organise internal examinations outside the normal teaching timetable, in which case they should book a suitable venue through the normal College booking system and inform the Examinations manager as a matter of courtesy.
- 5.2** External examinations are scheduled in January, February, March, May, June, October, November and December; Key Skills can be assessed every month. The decision about which examination series to use will be determined by the Curriculum and Quality team.
- 5.3** Special arrangements will be organised by the Examinations Office with the Examination Board in the event of an external examination occurring during a religious holiday.
- 5.4** It is the student's responsibility to inform the Examinations Office of individual needs, for example dietary or religious requirements during examination periods. Requests for information regarding individual needs, including access arrangements, will be made via tutorial.
- 5.5** The Examinations manager will circulate a timetable of all external examinations at dates specified in the published schedule. The Examinations Assistant will allocate invigilators. Students requiring access arrangements will be organised in liaison with the Head of Learning Support.

6. EXAMINATION ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

6.1 Entries

6.1.1 Candidates are selected for their exam entries by the Heads of Department.

6.1.2 A candidate can request a subject entry, change of level or withdrawal in consultation with Senior Tutors and Heads of Department as appropriate.

6.1.3 The College does not normally accept entries from external candidates however consideration may be given in exceptional circumstances.

6.1.4 The College does not operate as an examination centre for other organisations, other than in the hiring of College facilities.

6.2 Entry Details

6.2.1 All individual candidate statements of entry or individual timetables will be given to tutors for distribution in tutor time.

6.2.2 Where such distribution is not possible, candidates can collect their entry statements from the Examinations Office. Those not collected will be posted to candidates' homes.

6.2.3 The Examinations Office will accept withdrawals (using the appropriate withdrawal forms), amendments and changes of tier up to the date set by the awarding body.

6.3 Late Entries

6.3.1 Late entries are authorised by the Heads of Department and Examinations Manager

6.3.2 The deadlines for late entries, amendments and withdrawals are circulated via email to Heads of Department and Senior Tutors, and are also displayed on the notice boards.

6.3.3 The Examinations Manager will accept entry amendments and withdrawals up to the dates set by the awarding bodies. These dates are notified via the examinations notice board by the College's Examinations Manager.

6.4 Retakes

Retake decisions are made in consultation with the course tutor, Examinations Manager and candidate.

7. EXAMINATION FEES

7.1 Registration and exam fees are normally paid by the College.

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

- 7.3** Late entry or amendment fees are paid by whoever is responsible for the need to make the change.
- 7.4** Retake fees are paid by the candidates. See also section 6.4 'Retakes'.
- 7.5** In cases of financial hardship, students can request help from the Learner Support Fund via the Student Services Manager.

8. DISABILITY DISCRIMINATION ACT (DDA), LEARNING SUPPORT NEEDS AND ACCESS ARRANGEMENTS

8.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law. Reasonable adjustments will be made, as appropriate, for the full range of disabilities as defined under the DDA for candidates who can demonstrate 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day to day activities'. Some progressive conditions which may not fall into the categorisation of impairments with an immediate substantial or long term adverse effect are also covered, such as AIDS.

8.2 Learning Support Needs

The Head of Learning Support will inform subject teachers of candidates with learning support needs who are embarking on a course leading to an examination. Once subject teachers are informed of learning support needs, it is the subject teacher's responsibility to ensure that special considerations are in place for internal examinations.

8.3 Access arrangements

- 8.3.1** Candidates who may require access arrangements are identified, where possible, during the admissions process. For these candidates The Head of Learning Support will send an exam concession application form to the Examinations Manager for completion.
- 8.3.2** Subject teachers who identify candidates who may require access arrangements and students who wish to self refer after the start of the course, should complete a Learning Support Referral form. The Head of Learning Support is responsible for making these special arrangements in liaison with the Examinations Manager.
- 8.3.3** The Examinations Manager is responsible for submitting completed access arrangement applications to the awarding bodies.

9. ESTIMATED GRADES

Estimated grade forms are to be completed and returned via the Heads of Department to the Examinations Office in time to meet the awarding bodies' published deadlines.

10. MANAGING INVIGILATORS AND EXAMINATION DAYS

10.1 Managing Invigilators

10.1.1 The Examinations Manager is responsible for organising the recruitment of invigilators.

10.1.2 The HR Department will organise clearance with the Criminal Records Bureau (CRB) for new invigilators as required; CRB fees for securing such clearance are paid by the College.

10.1.3 The Examinations Manager is responsible for ensuring that invigilators are timetabled and given full induction and instruction.

10.1.4 Invigilators' rates of pay are set by the College in accordance with the College's pay policy.

10.2 Examination Days

10.2.1 The Examinations Manager is responsible for booking all examination rooms after liaison with other users.

10.2.2 The Examinations Manager will make the question papers, other examination stationery and materials available for the invigilators prior to each examination.

10.2.3 The Estates Department is responsible for setting up the allocated rooms as requested by the Examinations office.

10.2.4 The lead invigilator will start all examinations in accordance with JCQ guidelines.

10.2.5 The Examinations Manager will arrange specific equipment as required in liaison with Learning Support and ESOL.

10.2.6 Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

10.2.7 In practical examinations, subject teachers may be on hand in case of any technical difficulties.

10.2.8 Examination papers must not be read by subject teachers or removed from the examination room before the end of an examination session. Papers will be available for collection by Heads of Department at the end of the examination session.

11. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

11.1 Candidates

- 11.1.1** JCQ rules on candidate behaviour apply at all times; these are published in the Student Examination Guidance notes which are issued to all candidates during tutorial time. This includes rules on the presence of mobile phones and all electronic devices.
- 11.1.2** Candidates' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.
- 11.1.3** Disruptive candidates are dealt with in accordance with JCQ guidelines.
- 11.1.4** Candidates must not leave the examination room until the end of their examination except for a genuine purpose (e.g., to visit the toilet) and must be accompanied by an invigilator. They must return immediately to the examination room.
- 11.1.5** The Examinations Manager will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

11.2 Clash candidates

The supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Examinations Manager.

11.3 Special consideration

- 11.3.1** It is the candidate's responsibility to notify the Examinations Manager or an invigilator if they are too ill to sit an examination, suffer bereavement or other trauma or are taken ill during the examination itself.
- 11.3.2** The candidate must support any special consideration claim with appropriate evidence within five days of the examination, for example a letter from their doctor.
- 11.3.3** The Examinations Manager will ensure that a completed special consideration form is sent to the relevant awarding body within 7 days of the examination.

12. COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

12.1. Coursework

- 12.1.1** For the purpose of this policy, coursework is defined as any piece of assessed work whose mark contributes to the final grade of a course undertaken at the College.
- 12.1.2** Candidates who have to prepare coursework should do so by the required date. Students will receive a College Coursework Deadlines booklet during the autumn term. Failure to meet published deadlines, internally or externally set, may have serious consequences for students remaining

on their course. Students' coursework will usually not be marked or processed by the College if it is submitted late, unless there are exceptional circumstances and this will mean failure of that component of the course. Occasionally, an earlier draft of coursework may be accepted. Refer to the College Coursework Deadlines booklet. If there are exceptional circumstances, such as illness supported by a medical certificate from a doctor, a Head of Department may, in consultation with appropriate staff, agree to extend a deadline.

- 12.1.3** Students who wish to appeal against a decision not to mark their coursework due to a failure to meet an internal or external deadline, should be directed to the College's Complaints policy and procedures.
- 12.1.4** Students who wish to appeal against a mark or grade they have been awarded for coursework, should refer to the College's Internal Appeals Policy and Procedure.
- 12.1.5** Heads of Department are responsible for marking coursework by the deadlines published by the Awarding Bodies
- 12.1.6** Heads of Department should ensure that students are informed of their coursework marks in time for them to make an appeal in accordance with the College's appeals process.
- 12.1.7** Heads of Department are responsible for providing the Examinations office with coursework and marks for all internally assessed work in good time for the marks to be sent to the Awarding Bodies by the correct deadline.
- 12.1.8** The Examinations Office will ensure all coursework is despatched at the correct time.
- 12.1.9** Heads of Departments and the Examinations Office should keep a record of what has been sent, when and to whom.

12.2 Appeals Against Internal Assessments

The College is obliged to publish a separate policy on this subject, which is available from the Examinations Office.

The main points are:

A student or parent wishing to appeal against the procedure used in internal assessments should contact the Examinations Manager as soon as possible to discuss the appeal. The College must receive a written appeal

The procedure is as follows:-

- The Examinations Manager is in overall charge of managing appeals relating to internal assessments.
- The appeal should be made in writing to the Examinations Manager stating the details of the complaint and the reasons for the appeal.

- The appeal must be submitted **at least two weeks before the date of the last external exam in the subject.**
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing to the Examinations Manager; a copy will be given to the candidate.
- If the candidate is not happy with the written response they have received then they can request a personal hearing before an appeals panel.
- The appeals panel will consist of the Examinations Manager and two of the following –the Examinations Assistant, the Principal, the Vice Principal, The Assistant Principal (Quality and Curriculum), a College Governor.
- The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal.
- The candidate will be given at least two days notice of the hearing date.
- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/guardian to the hearing.
- The teacher(s) involved will be present at the hearing.
- The Examinations Manager will convey the outcome of an appeal and the reasons for that outcome in writing to the candidate.
- The College will maintain a written record of all appeals.
- The College will inform the awarding bodies (examining boards) of any change to an internally assessed mark as a result of an appeal.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. That is outside the control of BHASVIC and is not covered by this procedure. If you have concerns about it, please ask the Examinations Manager for a copy of the appeals procedure of the relevant awarding body.

13. RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATs)

13.1 Results

13.1.1 All individual candidate statements of results received during the course will be distributed via tutor time or at another convenient time notified to students in advance.

13.1.2 Where such distribution is not possible, candidates can collect their statements of results from the Examinations Office.

13.1.3 Statements of results not collected will be posted to candidates' home addresses.

13.2 Enquiries About Results (EARs)

13.2.1 Enquiries about results for general qualifications may be requested by teaching staff or candidates if there are reasonable grounds for believing there has been an error in marking.

13.2.2 When the College does not uphold an enquiry about results, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

13.3 Access to Scripts (Applicable to General Qualifications Only)

13.3.1 After the release of results of general qualifications, candidates may ask the Examinations Office staff to request the return of scripts.

13.3.2 If a result is queried, the Examinations Office, after consultation with teaching staff where possible, may request a re-mark.

13.3.3 Heads of Department may also request scripts for investigation or for teaching purposes, once approval from Faculty Heads or the Assistant Principal (Q&C) has been received. It is essential that candidates also give their permission before scripts are requested.

14. CERTIFICATES

Certificates will be posted to candidates. A charge is made for this service.

15. STUDENT ON COURSE ASSESSMENT

15.1 For the purpose of this policy, on course assessment is defined as any piece of assessed work whose mark does **not** directly contribute to a final grade of a course undertaken at the College.

15.2 Assessment at the College should normally take place in relation to the student's previous performance and the assessment criteria of the awarding body.

15.3 Subjects/courses maintain their own assessment policies which can be made available to students.

15.4 Subjects/courses maintain a written record of every student's progress. Students and parents are able to discuss progress and plans for future improvement with teachers.

15.5 Students should be given a summary of the content, structure and timing of assessments. They should have access to the departmental policy with regard to drafting, internal and external deadlines and opportunities to re-submit work. They should be made aware of the methods of assessment and the assessment criteria used to determine their final grading and should be given practice assessment opportunities where appropriate.

15.6 Students should be made aware of any grades they are predicted. At an appropriate time during the academic year, students should have an opportunity to comment on their own work as part of a subject review process and their teachers' comments relevant to their progress, abilities and potential should be shared with them. These comments will also be shared with parents.

15.7 Students are entitled to individual help and support from their teachers.

15.8 Students should be set regular assignments and tasks outside of the classroom. The College expectation is that three hours of associated work per subject/ course at level 3 should take place outside the classroom.

15.9 Students' work should be marked and returned within a reasonable period. In most cases this should not exceed two working weeks. Students should be made aware of the time it will take to return work.

16. RELATED DOCUMENTS

- College Charter
- College Quality Assurance Cycle
- Complaints Policy and Procedures
- Equality and Diversity Policy
- Instrument and Articles of Government
- Internal Appeals policy and procedures