



Examinations Policy

1. Policy Statement

1.1. The Examinations Policy commits the College and its staff to having high quality exam and assessment procedures. This means that the College:-

- will strive to deliver the highest quality service to all our stakeholders, students and staff
- will expect all staff and students to maintain this quality through adherence of the procedures.

This policy is based on Examinations Procedures and Regulations and meets the requirements of Awarding Bodies and the Joint Council for Qualifications (JCQ).

2. Reason for the Policy

- 2.1. To ensure the planning and management of exams are conducted efficiently and in the best interest of the students.
- 2.2. To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

3. Policy Objectives

- 3.1 A culture of high service standards for all staff and students is fostered within the college and is integral to each student's college experience.
- 3.2 Every member of staff's practice underpins this policy in order to foster and spread the culture of the high quality of exam services for our students.
- 3.3 Each staff member and student are made aware of the procedures expected to be followed to ensure compliance with external regulations, thus ensuring that the college is not compromised in any way.

4. Policy

4.1 The qualifications offered

- are approved by SLT,
- include various vocational, GCSE, A Levels, Functional Skills, ESOL and BTEC.
- The subjects offered for these qualifications are located in the centre's published prospectus for that academic year.
- If new qualifications, a change of syllabus or awarding body are introduced, the Exams Department must be informed immediately and the necessary board approval paperwork completed by the Head of School/Quality nominee.

4.2 Exams series

- Internal and on-demand exams can be scheduled on Monday to Friday between 9.30am and 4.30pm during the academic year in consultation with Heads of School or subject lecturers. Although, other times may be available on request.
- Exams for external candidates can be scheduled any time in the year according to the awarding body timetables.

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4.3 Registrations, exam entries, entry details, late entries and retakes

Registrations

- The registering of students for qualifications must be completed by the Exams Department. **No other department should take on this role.**
- It is the responsibility of the subject lecturer to ensure that the Exams Department have been informed of student registrations. A registration form should be completed and forwarded to the Exams Department within six weeks of the enrolment date of the student.

Exam entries

- Students are selected for their exam entries by the subject lecturers.
- The college does accept entries from private candidates for certain subjects (Appendix A).
- The college acts as an exam centre for other partnership organisations. An appropriate administration fee will be payable by the candidate/organisations prior to the exam.
- Subject lecturers must submit exam entries to meet the college internal deadlines.

Exam entry details

Online exams:

- Online exams must be booked at least 2 weeks in advance of the exam date. All online exam entries are to be made via the MIS/Exams helpdesk facility. However, functional skills exams will have a separate timetable in addition to having their own online booking system. **Email requests will not be accepted.**
- Students are allowed to re-sit exams in vocational subjects where the qualification specification permits. Re-sit exam requests must be booked at least 2 weeks in advance of the exam date required.

Paper based exams:

- GCSE and A Level entries must be made in advance of the awarding body deadlines. Details for GCSE and A Level internal deadlines are indicated on the college academic year planner.
- Individual timetables for GCSE and A Level will be made available on the student and parent portals and Weytrack.
- The Exams Department will accept withdrawals, amendments and changes of tier up until the deadlines set by the awarding body.
- Paper based exam entries for vocational on-demand exams must be booked at least 3 weeks in advance of the exam date.
- Paper based exam entries for vocational timetabled exams must be booked at least 3 weeks in advance of the awarding body deadline.

Late exam entries:

- The Examinations Co-ordinator will accept GCSE and A Level entries and entry amendments after the deadlines set by the awarding bodies once the charges have been authorised by the Head of School.
- The Examinations Co-ordinator will accept late entries for timetabled vocational qualifications after the date set by the awarding bodies once the charges have been accepted by the relevant Head of School.

4.4 Exam Fees

- Exam and Registration fees (if applicable for the course) are payable at enrolment.
- With regard to 16-18 year old students, the college can impose reasonable conditions on students in order for them to qualify for free exam entry. Please refer to the Fees Policy for details.

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- Re-sit, late and other associated fees not covered by the registration fee will be met by the corresponding Departmental budget.

4.5 Access arrangements and Reasonable Adjustments

- The Equality Act 2010 requires awarding bodies to make reasonable adjustments where a student is disabled within the meaning of the Act would be at a substantial disadvantage in comparison to someone who is not disabled.
- All exam staff, the Sector Area Manager and Specialist Assessor must ensure compliance with the JCQ regulations set out in the Access Arrangements and Reasonable Adjustments booklet and the specific awarding body requirements.
- Appendix B and C provide separate guidance for the use of word processors and the allocation of separate/smaller rooms for students sitting exams.

Access arrangements:

- Students who may require access arrangements are identified during the admissions process or by subject lecturers at the start of their course.
Students identified will have an ALS plan and where appropriate, based on the student's normal way of working, an appointment will be arranged by Student Services with the Specialist assessor.
- Student services will forward the normal way of working form together with the appropriate evidence to the Exams Department.
- The Exams Department will complete and submit an access arrangement applications to the awarding body based on the recommendations made by the Specialist assessor.
- The Exams Department will ensure that approved access arrangements are in place for students when sitting their exams with the exception of November GCSE re-sits.
- All facilitated access arrangements will be made in accordance with the JCQ regulations.
- If a student refuses the use of an access arrangement for three subsequent exams in the same subject, then this arrangement may be withdrawn for any future exams in this subject.

4.6 Managing invigilators and exam days

Managing invigilators:

- External invigilators are used for most exams.
- The recruitment of invigilators is the responsibility of the Examinations Co-ordinator.
- Securing the necessary Disclosure and Barring Service (DBS) checks for new invigilators is the responsibility of the Human Resources Department.
- DBS fees for securing such clearance are paid for by the college.
- Invigilators are trained by the Examinations Co-ordinator.

Exam days (paper based):

- The Exams Department will book all exams accommodation and make the question papers, other exams materials and stationery available for the invigilators.
- The Exams Department will book invigilators where required and ensure the correct student to invigilator ratio is met.
- The Estates Department are responsible for setting up the allocated rooms to meet exam standards.
- Subject lecturers are unable to have access to the GCSE and A Level question papers until 24 hours after the published end time. For other exams, lecturers may only look at the question papers after the exam when the awarding body has authorised this.
- Where the awarding bodies allow, excess question papers will be distributed to subject lecturers at the end of each exam series.
- In practical exams, subject lecturers must be present to help with any technical difficulties.
- The Exams Department will only provide the exam materials as supplied by the awarding bodies i.e. exam papers and answer booklets. Additional equipment that may be required, such as calculators, dictionaries, text books etc. must be provided by the

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student. It is the responsibility of the subject lecturers to advise the students of materials required for their exam.

Exam days (on-screen):

- The Exams Department will ensure exam packs (with log-in details) are completed for each exam and available for the invigilator.

4.7 Emergency Evacuation of Exams

Paper-based exams:

- Students should stop writing and follow the instructions given by the invigilator.
- The invigilator should contact the Exams Department at the first opportunity so assistance can be given.
- Students will be advised to leave question papers, exam materials and belongings in the exam room. The Invigilator will collect the attendance register (in order to ensure all students are present) and will make a note of the time of duration of the interruption.
- The students should then leave the room in silence, accompanied by the invigilator.
- If the exam is on one of the upper floors and there are any students who use a wheelchair, they will be advised to wait in a pre-arranged area so that they can be assisted using one of the evacuation chairs. The Estates department will be contacted immediately and asked to assist.
- Any available members of staff will be asked to supervise the students to ensure that no communication takes place.
- Once the interruption has ended the exam may resume. The students should draw a line underneath the work they completed before leaving the room so as the examiners can see at what stage the interruption occurred.
- If the interruption is for a prolonged period, the possibility of taking the students to another place to finish the exam will be considered.
- The students will be allowed the full working time set for the exam.
- A full report of the incident and the action taken will be made and a Special consideration application made to the relevant awarding body.

Online exams:

- The above procedures should be followed.
- For many online exams, it is not possible to pause the test, therefore the computer timers will continue to count down whilst the students are out of the room. If it is possible to pause the tests, this will be done by the Exams Department.
- Once the interruption has ended, the students will be permitted to resume the test but may not have enough time remaining to complete it. In this instance, a request to re-schedule the test will be submitted by the lecturer and no re-sit fees will apply.

4.8 Severe weather or other major disruption

- In the case of severe weather conditions or any other major disruption that would affect the exam system, the college will adhere to the College Exam Contingency Plan.

4.9 Students, exam clashes and special considerations

Students:

- Students are expected to arrive at the exam room at least 10 minutes before the scheduled exam start time.
- Any student who arrives at least 15 minutes late for an exam should first report to the Examinations Co-ordinator who will make a decision on whether the student can sit the exam or not.
- The college may charge a student for exams and re-sits if they fail to attend without a good reason.
- Students must comply with the 'Warning to Students' JCQ regulations.
- Headwear should not be worn in exams, unless religious or medical reasons apply.
- Students' personal belongings remain their own responsibility and the college accepts no liability for their loss or damage.

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- Disruptive students will be dealt with in accordance with JCQ guidelines.

Late and absent students:

For GCSE and A Level exams only

- A student will be considered very late if they arrive more than one hour after the published start time for an exam that lasts one hour or more. For exams that last less than one hour a student will be considered very late if they arrive after the awarding body's published finishing time.
- If the student arrives very late for an exam a full written report will be sent to the awarding body. The student will be warned that the awarding body may not accept their work.
- A student that is identified as being absent at the start of the exam may be contacted and reminded of the need to attend and advised to make their way to the college as soon as possible. The parent/carer will be advised to keep the student under supervision at all times until the student is seen by a member of the Exams Department. The parent/carer and student should complete and sign the Timetable variation and confidentiality declaration for overnight supervision form to confirm the supervision arrangements which were put in place. The awarding body will consider each case individually in light of statements from the parent/carer, the student and the college.

For all other exams

- Students who arrive up to 15 minutes after the start of the exam will be allowed to enter the exam room and sit the exam.
- Students who arrive more than 15 minutes after the start of the exam may be allowed to enter the exam room and sit the exam. This is entirely at the discretion of the Examinations Co-ordinator. The invigilator will contact the Exams Department for a decision. A student who arrives late will normally be given the full time for the exam, but this depends on the room and invigilation arrangements.

Clash students:

For GCSE and A Level exams only

- The supervision of students, identifying a secure venue and arranging overnight supervision is the responsibility of the Examinations Co-ordinator.

Special consideration:

- Should a student be too ill to sit an exam, suffer bereavement or other trauma, or be taken ill during the exam itself then it is the student's responsibility to alert the Exams Department before the exam or the invigilator during the exam.
- The student must support any special consideration claim with appropriate evidence within 7 days of the exam, for example a letter from the student's doctor.
- The Exams Department will complete and submit the special consideration form to the relevant awarding body.

4.10 Coursework/ Controlled assessments/Non examination assessments including appeals against internal assessments

Coursework/Controlled Assessments:

- Students who have to prepare coursework/controlled assessment should do so by the required deadline issued by their subject lecturer.
- The Exams Department will ensure that all coursework is marked (where necessary) by the subject lecturer and despatched to the moderators by the required deadline.
- Keeping a record of what has been sent, when and to whom is the responsibility of the Examinations Co-ordinator.
- Subject lecturers are responsible for ensuring marks for internally assessed work are provided to the Exams Department by the required deadline.

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Appeals against internal assessments including controlled assessments

The main points are:

- Students may appeal if they feel their coursework or controlled assessments have been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Students should first discuss their concerns with their assessor. If the situation is not resolved at this level then the student should complete a 'Student Appeal Form' and submit it together with their work to the Internal Quality Assurance Assessor. The Internal Quality Assurance Assessor will reconsider the decision and inform the student of his/her decision within 5 working days.
- If the student is still unsatisfied with the outcome, the form will then be passed to an Appeals Panel. The panel will reach a decision with 10 working days and will notify all parties of the outcome, in writing. The decision of the Appeals Panel is final for most qualifications, although for some, an External Quality Assurance Assessor may be requested to investigate the appeal. The awarding body's decision is final. The awarding body may charge a fee to the student, but students will be advised of any charges prior to proceedings.

4.11 Results, enquiries about results (EARS) and access to scripts (ATS)

Results:

- For GCSEs and A Levels, the individual statement of results received during the course will be either collected by the student or posted to their current address unless otherwise advised by the student.
- Most online exam results are instant and therefore will be issued to the subject lecturer within 24 hours of the exam. Any online exam results that take longer than this will be issued to the subject lecturer as soon as possible. These results can then be passed on to the students. It is the responsibility of the subject lecturer to pass on the exam results to the students. Any subsequent re-sit entries must be made by the subject lecturer, using the appropriate online booking system.

EARS (Enquiries about Results):

- EARS for general qualifications may be requested by the subject lecturer or students if there are reasonable grounds for believing there has been an error in the marking. Written or email consent must be obtained from the student prior to an EAR.
- Where the college does not uphold an EAR, a student may apply to have an enquiry carried out. In this case the student will be charged the appropriate fee from the awarding body.

ATS (Access to Scripts):

- After the release of results for general qualifications, students may ask their subject lecturer or the Exams Department to request the return of their scripts.
- A fee may be payable by the student for this service depending on the awarding body.
- A photocopy of the script can be obtained to ascertain whether an EAR should be requested.
- The original script can be requested but an EAR cannot be made once the original script has been returned.
- Subject lecturers may request scripts for investigation or teaching purposes. For the latter, written or email consent from the students must be obtained.

4.12 Certificates and certificate claims

- Subject lecturers should ensure that all certificate claims are submitted to the Exams Department before they take annual summer leave.
- Unit certificates received during the year will be held back for distribution at the end of the academic year.
- Students will be advised when their certificates are available for collection and can also be posted to their home address upon confirmation of their current address.

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- If a student fails to inform the college of a change of address, the student is responsible for covering the cost of a replacement certificate should the original be sent to an incorrect address.
- Certificates/results may be collected on behalf of a student by a third party, providing they have been authorised to do so by email to the Exams Department or in writing by the student and photographic ID of the person collecting the certificate is provided.
- If a student reports the non-receipt of a certificate, the Exams Department will investigate the situation. If the certificate has been forwarded to the student by the Exams Department, but the student has not received it, providing the student has contacted the college within 6 months of completing their course, the Exams Department will cover the costs of a replacement. After 6 months, the student will be responsible for contacting the awarding body, ordering the replacement and covering any costs that may be incurred. The Exams Department will provide guidance on the process.
- The college may withhold the certificates of any student with outstanding debts payable to the college.
- The college is only obliged to retain certificates for a period of 12 months from the date of issue after which they will be archived for 3 years and then destroyed.
- A record of all certificates destroyed by the college will be kept for a further period of four years from the date of their destruction.
- The Exams Department can advise students on how to request replacement certificates from the awarding bodies.

4.13 **Management of the Withdrawal of Accredited Qualifications, Non-Accredited Qualifications or Endorsed Learning Programmes**

If the college withdraw from delivering an accredited qualification, non-accredited qualification or endorsed learning programme, we will:

- cease to register students for the qualification and/or programme
- cease to deliver that qualification and/or programme to students
- surrender approval in respect of that qualification and/or programme
- Ensure that approval is withdrawn by the awarding body in respect of the qualification and/or programme.

Where the college intend to withdraw, believe it is likely to withdraw, or are obliged to withdraw, an accredited qualification, non-accredited qualification or endorsed learning programme, will take all steps required in to protect the interests of students in relation to that qualification.

The college will give the awarding body at least three months' notice to withdraw the delivery of an accredited qualification, non-accredited qualification or endorsed learning programme (subject to urgent circumstances making such notice period impracticable). They shall do so prior to the time at which information is provided to any students, client companies or other users of these qualifications.

Where withdrawal of a qualification is intended, we shall produce and prepare a withdrawal plan in accordance with awarding body requirements.

- Provide clear and accurate information about the withdrawal to the students, client companies and users of these qualifications who are likely to be affected by the withdrawal.

Where the withdrawal of an accredited qualification, non-accredited qualification or endorsed learning programme will, or may, cause adverse effect we shall:

- consult with the relevant students and client companies, formulate and take action required to minimise such adverse effect before ceasing to deliver the accredited qualification, non-accredited qualification or endorsed learning programme.

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- provide evidence of such consultation upon request and meet any unreasonable financial burden incurred by relevant students.

5. Definitions

5.1 None

6. Policy Owner

- Examinations Co-ordinator
- Vice Principal, Funding & Operations

7. Who Will Need To Know About This Policy

7.1 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

8. Responsibility

8.1 Principal

Overall responsibility for the college as an exam centre.

Examinations Co-ordinator

Manages the administration of external and internal registrations and exams and analysis of exams results:

- Advises on appeals and re-marks.
- Responsible for reporting all suspicions or actual incidents of malpractice, refer to the JCQ document – Suspected Malpractice in Examinations and Assessments.
- Advises the Senior Leadership Team, Heads of school, subject lecturers and other relevant support staff on exam timetables and application procedures as set out by the various awarding bodies.
- Oversees the production and distribution to staff and students of all exam information and communicates regularly with staff concerning imminent deadlines, changes and events.
- Ensures that students are informed and understand those aspects of the exams timetable that will affect them including all access arrangements and clashes.
- Consults with subject lecturers to ensure that necessary coursework/controlled assessment and non-exam assessments are completed on time and in accordance with the JCQ guidelines.
- Receives, checks and stores securely all exam papers, live materials and completed scripts and ensures secure postage to examiners/awarding body.
- Oversees the access arrangements process and processes applications for special considerations following the JCQ guidelines.
- Identifies and manages exam timetable clashes.
- Ensures all exams accommodation has been booked.
- Accounts for income and outgoings relating to all exam costs/charges.
- Line manages, including the recruitment, training and monitoring of the Exams Department and invigilators who are responsible for the conduct of exams.
- Submits student's assessment marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for the distribution of exam results and certificates to students and submits any appeals or re-mark requests.
- Maintains systems and processes to support the timely entry and registration of students.
- Liaison with the Heads of school and subject lecturers.
- Management of achievement data.

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Heads of School

- Changes of course/entry/levels.
- Approval of departmental charges i.e. late entry fees – subject to the Fees Policy guidance.

Head of Student Services

- Guidance and careers information.

Subject Lecturers

- Guidance and pastoral oversight of students who are unsure about exam entries or amendment to entries.
- Accurate completion of registration forms.
- Accurate completion of exam entry forms and adherence to deadlines.
- Accurate completion of assessment mark sheets and declaration sheets.
- Identify students' requirements for access arrangements.
- Accurate completion and submission of normal way of working forms.
- Accurate completion of exam booking requests.
- Inform the Exams Department regarding additions or removals from exam entry lists.
- Accurate completion of certification claim forms.
- Involvement in post-results procedures.

Specialist Assessor

- Testing of students' requirements for access arrangements.
- Provision of additional support – with spelling, reading, maths, dyslexia or essential skills, hearing impairment, English for speakers of another language to help students achieve their course aims.

Invigilators

- Collection of exam papers and/or other exam materials from the Exams Department before the start of the exam.
- Ensure that all exams are conducted in accordance with the JCQ Instructions for Conducting Examinations booklet and any other awarding body rules and regulations.
- Collection of exam papers in candidate number order and any other exam materials at the end of the exam and their prompt return to the Exams Department.
- Attend/complete any training/meetings as required by the Exams Department and HR.

Students

- Understand assessment regulations and sign a declaration that authenticates the coursework as their own.
- Arrive at the exam room before the start of the exam.
- Read all supporting documentation regarding JCQ Exam rules and regulations that they receive and observe both inside and outside of the exam room.
- Comply with exam regulations as set out by the invigilators.

9. Related Policies

- Single Equality Scheme
- ALS Policy
- Plagiarism Policy
- Compliments and Complaints Policy
- Fees Policy
- Internal Quality Assurance Process and Student Appeals Policy
- Internal Quality Assurance Policy
- Non-Examination Assessments Policy

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- Assessment Policy

10. History

The policy was adopted and approved:

Signed: *Nigel Evans*

Date: *4 February 2020*

Nigel Evans, Principal

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APPENDIX A

EXTERNAL CANDIDATES

Entries

Weymouth College accepts external candidates for subjects with either on-line exams and those that are assessed by written exam only. The college are unable to provide an assessment marking service and also entries for subjects including practical assessments i.e. sciences, language orals etc, will not be accepted. The college will not facilitate exam access arrangements for external candidates as we are unable to validate Specialist Assessor reports completed outside of the college.

It is the responsibility of the candidate to:

- Provide full contact details for correspondence.
- Provide details of exam boards, specification codes and unit codes for which they wish to be entered.
- Submit their exam entry request by the deadline date set by the individual awarding bodies.
- Provide details of their 13 digit UCI number, if one has already been issued.

It is the responsibility of the college to:

- Provide candidates with details of their exam timetable, venue, start and finish times of exams.
- Forward any preliminary material to candidates before the exam.
- Issue the candidate with some information for candidates explaining exam regulations.

Exam Fees

Candidates are expected to pay all fees in advance; no exams will be scheduled until full payment has been received. The fees will comprise of:

- exam entry fee – varies by subject and awarding body
- external candidate administration fee – varies by qualification type and is subject to change. The current fees are published on the college website
- an invigilation fee of £10.00 per hour if the candidate wishes to do their exam in a separate room
- late entry fees – Fees as set by the awarding body if the candidate misses the scheduled entry deadline date.

Results & Post Results Services & Certificates

- The college will advise candidates of the results days and methods of obtaining results.
- Provide post result services guidance and fee information and submit requests to the awarding body once payment has been received.
- Advise candidates when their certificates are available for collection which can also be posted upon confirmation of their current home address.
- Advise candidates how to request replacement certificates from the awarding bodies.

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APPENDIX B

SEPARATE/SMALLER ROOMING FOR EXAMINATIONS

Separate rooming

Whilst completely separate rooming may be desirable, a smaller room is recommended in the first instance. Requests for separate rooming are determined by the Specialist Assessor in conjunction with relevant subject lecturers and the Examinations Co-ordinator.

The JCQ *Access Arrangements and Reasonable Adjustments* regulations state that the college must make its decision based on the following criteria:

- the student's difficulties are established within the centre;
- these difficulties are known to a Lecturer, a Head of School or a senior member of staff with pastoral responsibilities;
- separate invigilation reflects the student's normal way of working in internal tests and mock exams as a consequence of a long term medical condition or long term social, mental or emotional needs;
- 'normal way of working' includes separate invigilation during mock exams, internal tests and/or controlled/non-exam assessments.

The following are two examples where students would be eligible for separate invigilation:

- A student with depression who has been under Child and Adolescent Mental Health Services (CAMHS).
- A student with an established medical condition or formally recognised social, emotional and behavioural difficulties.

Evidence required for a separate room:

- ✓ Medical evidence (e.g. a letter from a hospital consultant or CAMHS)
- ✓ Confirmation that the student meets the above criteria

If a student simply panics or becomes anxious on the day of an exam, then the student should not be offered a separate room, but should be seated more appropriately within the main exam venue. Separate rooming is no different to other access arrangements; such as prompters, supervised rest breaks etc.

The Specialist Assessor and Examinations Co-ordinator will work together and may highlight issues such as the need for additional invigilation - separate rooming is not always feasible because of room shortages and invigilation costs.

Smaller room

Requests for smaller rooms are determined by the Specialist Assessor in conjunction with relevant subject lecturers and Examinations Co-ordinator.

Evidence required for a smaller room:

- ✓ A letter/file note on college headed paper (signed and dated) from the subject lecturer confirming the need for a smaller room and explaining the reasons for this.

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APPENDIX C

THE USE OF A WORD PROCESSOR FOR EXAMINATIONS

Weymouth College complies with the JCQ Access Arrangements and Reasonable Adjustments regulations as follows:

Centres are permitted to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a student where this is their normal way of working within the centre and appropriate to their needs.

Although this list is not exhaustive, reasons a student would benefit from a word processor include:

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly;
- A medical condition;
- A physical disability;
- A sensory impairment;
- Planning and organisation problems when writing by hand;
- Poor handwriting

The use of a word processor will not be granted to a student because he/she prefers to type, works faster using a keyboard or because they use a laptop/computer at home.

The use of a word processor is agreed/processed at the start of the course. Weymouth College is only able to allow word processors as an access arrangement when this has been recommended by an appropriate Medical Practitioner or a Specialist Assessor. In addition to the assessment, we must have sufficient evidence that the arrangement represents the student's normal way of working, and is appropriate to their needs. We therefore collect evidence (usually normal way of working forms) for students who have access arrangements to ensure subject lecturers fully support the need for the arrangement.

Students with access to a word processor are allowed to do so in order to remove barriers for disabled students which may prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

Access to a word processor is provided to students in controlled assessments or coursework components as standard practice unless prohibited by the specification.

Students may not require the use of a word processor in each specification. Subjects and their methods of assessments vary which may lead to different demands on the student. The need for the use of a word processor is considered on a subject-by-subject basis.

The college are also aware that exams which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where students will frequently need to type. Exams which require more simplistic answers i.e. Maths are often easier to handwrite within the answer booklet.

The use of a word processor

- In all cases, the College will ensure that a Word Processor cover sheet (Form 4) is completed and attached to each student's typed script.
- For Functional Skills English (Reading and Writing components), the use of a word processor with the spellcheck facility switched on is permitted for all students.
- The battery capacity of all laptops and/or tablets is checked before the student's exam(s) with the battery sufficiently charged for the entire duration of the exam.

Policy Title:	Examinations Policy	Policy Owner:	Vice Principal, Quality of Education
		Policy Author	Examinations Co-ordinator
Status:	Final	Approval Date:	February 2020
EIA Required Yes or No due regard given	August 2013	Review Date:	February 2023
Yes - EIA Date:			

- Students are reminded that the centre number, candidate number and the unit/component code must appear on each page as a header or footer.
- Each page is appropriately numbered.
- Students are instructed to use a minimum 12pt font and double spacing.
- Students are responsible for frequently saving their working during the exam.
- Word processors are accommodated in such a way that other students are not disturbed and cannot read the screen.
- Word processors are not used to perform skills which are not being assessed.
- Where a student using a word processor is accommodated separately, a separate invigilator is used.
- Documents are printed after the exam has finished.
- Word processed scripts are attached to an answer booklet where the front cover has been completed by the student.
- Word processors are not used on the student's behalf by a third party unless the student has permission to use a scribe.

Word processors and their software

- Word processors and portable storage mediums provided have been cleared of any previously stored data.
- An unauthorised USB stick is not permitted for use by a student.
- Word processors are in good working order at the time of the exam.
- Word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- Word processors are not connected to the intranet or any other means of communication.
- Students are not given access to other applications such as a calculator (where prohibited in the exam), spreadsheets etc. when using a word processor.
- Graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these.
- Predictive text software or an automatic spelling and grammar check is disabled unless the student has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.
- Every effort is made to ensure that students cannot access spellcheck and the internet during exams. However, if any student is found trying to remove these settings, this will be interpreted by the college as malpractice and will be reported to the appropriate awarding body.

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