

Examinations Policy – exams covered by JCQ & CIE

Primary person responsible for updates to this policy: Bryan Whittaker

Job title: Examinations officer

Last review date: Sep 2021

Next review date: June 2022

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

DLD College will manage public examinations according to the following regulations:

- Joint Council for Qualifications *general regulations for approved centres*
- Joint Council for Qualifications *instructions for conducting examinations*
- Joint Council for Qualifications *access arrangements and reasonable adjustments*
- Joint Council for Qualifications *instructions for conducting non-examination assessments*
- CIE *Regulations and guidance for the conduct of Cambridge exams*
- Any other awarding body regulations that might apply.

Examination entries

Heads of subject are responsible for submitting exam entries well in advance of the examination session to the examinations officer. A student wishing to request a subject entry, change of level or withdrawal should communicate this with the head of subject (in good time) who will inform the examinations officer.

Students will not be entered for any examination without tuition in that subject.

Students will be given a copy of their examination statement of entry to check. They should report any errors to the relevant head of subject. Any errors not reported before the examinations boards' deadline may be subject to an additional charge.

Examination entry fees

Students fees covers all examination entries. However, the college may level an additional charge in the following circumstances:

- If there is any late amendment to the student's entries
- If there is any late withdrawal from an examination
- If there a student does not attend an examination

The charge will be £60 per examination component.

Behaviour in examinations

All examinations are held in accordance with awarding bodies' instructions and regulations.

Students will be issued with a customised examinations timetable.

All students must read the *Information for Students* leaflet which is issued with the examinations timetable.

All students will abide by the awarding body regulations.

Under no circumstances may a student bring a watch, mobile telephone or any other device capable of storing information into the exam room. Any student who does so will be reported to the examination board and may be disqualified.

Students must follow the instructions of the invigilator.

Students must arrive for the examination at least 15 minutes before the start. Students who arrive late might not be allowed to enter the examination room. Students who arrive over one hour late will be reported to the examination board and may be disqualified.

Any student who is suspected of malpractice will be reported to the examination board and may be disqualified.

Exam access arrangements

The college will put in place such arrangements as are needed to ensure that students with particular needs are not disadvantaged in comparison to other students.

Any special access arrangement will be decided on a case by case basis and will always follow the regulation set out by the awarding bodies.

Invigilators will be notified of any students with access arrangements.

Examination clashes

When a student has more than one examination scheduled to take place at the same time, it may be possible to split them between morning and afternoon sessions on the same day. The student will remain supervised throughout and is not permitted to communicate with any other student or have access to their mobile phone or any other electronic device.

It might not be possible to split the examinations and in this case the student will have to sit one straight after the other.

Identifying candidates

It is important that invigilators are able to establish the identity of all students sitting exams. Students should bring their ID cards to examinations. In cases where it is impossible to identify a student due to the wearing of religious clothing, such as a veil, the student should be approached by a female member of staff and taken to a secluded area where they should be politely asked to remove the veil for identification purposes. Once identification has been established, the student should replace the veil and proceed as normal to sit the exam.

Special consideration

If a student is too ill to sit an exam, is taken ill during the exam itself or sits the exam under adverse circumstances such as bereavement or other trauma, then the student must notify the examinations office. Where it is possible to provide evidence such as a doctor's note, this should be provided to the examinations officer within 5 days of sitting the exam.

Results

Results will be emailed to students at 8.00am on results day

Hardcopy results will be posted to student's home addresses.

No results will be given out by telephone.

Post Results

Following the issue of results, there are a number of options available as listed in the *Information for Students* leaflet that will accompany the results.

Certificates

Certificates are usually released at the beginning of November

Certificates will be posted to students' home addresses. Students are responsible for ensuring that we have up-to-date records of home addresses.

Certificates are kept for 12 months, after which time the college has the right to destroy any which are uncollected.