
POLICY AND PROCEDURE

EXAMINATION

Scope and Purpose

The purpose of the Examinations Policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates in accordance with all relevant Examination Board guidelines
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

This policy covers all forms of internal and externally assessed examinations and testing administered by Pembrokeshire College. This policy also applies to external students as the College is an approved centre with particular awarding bodies, for external candidates.

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1 Legislative Background

This policy has been compiled in conjunction with Joint Council for Qualification guidelines (JCQ) and individual examination board guidelines where they are not members of the JCQ. The policy also covers the requirements of The Equality Act 2010 and Disclosure and Barring Service checking.

2 Guidance

A detailed operational explanation of all of the following is contained in the Pembrokeshire College Exams Guidance document.

The responsibility for the Examination administration processes is with the Head of IT, MIS & Exams and is administered by the MIS/Exams department.

Clear lines of responsibilities for all aspects of the planning, management and administration of the centres examination processes have been defined.

The range of qualifications on offer are determined by the Curriculum Directorates through the process of annual Curriculum Planning.

Examinations are delivered in conjunction with Board timetables, the particular series to be used will be determined by the subject tutor.

Each student will be issued with an individual timetable of their examinations along with a copy of relevant board regulations. In the event of a student having clashes they will be notified by the Examinations department and suitable re-arrangements made.

Examinations will be undertaken in a suitable controlled environment in accordance with JCQ and other relevant Board Guidelines.

Examination entries will be made on or prior to Board entry deadlines. In the event of late entries/amendments these must be authorised by a Head of School. The late fees will be passed onto the responsible party.

Candidates will be responsible for any fees incurred due to an examination resit.

The College will ensure that all access arrangements and special consideration regulations and guidance are consistent with The Equality Act 2010 requirements.

Special examination arrangements will be identified by the Special Needs Co-ordinators and communicated to the Senior Examinations Officer who will ensure student needs are met.

Any requests for special consideration e.g illness, are the responsibility of the candidate. In the event of such a request the Examinations Department will process it in accordance with relevant Examination Board guidelines.

The Senior Examinations Officer will ensure that estimated grade forms are processed in line with Examination Board deadlines.

Invigilation of examinations will be co-ordinated by the Examinations Department in accordance with the relevant Examination Board requirements. All staff involved in facilitating examinations will be DBS checked.

Assessment of coursework and controlled assessments will be conducted in accordance with relevant Examination Board Guidelines. A record of this will be maintained by the Examinations department. Students may appeal against these assessments and the College has a process for this in the detailed Exam Guidance.

The Examinations department will co-ordinate the timely distribution of candidate results statements and subsequent Certificates of attainment. It will also process resulting queries and requests for access to scripts.

In the event of staff or student malpractice, the JCQ Suspected Malpractice in Examinations and Assessments procedure will be followed.

3 Welsh Language / Yr Iaith Gymraeg

The Corporation is committed to the promotion of the Welsh Language and will endeavor to address and support the needs of Welsh speakers in accordance with the College's Welsh Language Scheme.

Mae'r Gorfforaeth yn ymrwymedig i hyrwyddo'r iaith Gymraeg a bydd yn ymdrechu i ddelio ag anghenion siaradwyr Cymraeg â'u cefnogi yn unol â Cynllun Iaith Gymraeg y Coleg.

4 General

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

7 Document Control

Version	Description	Date	Creator	Reviewer	Authoriser	Document Custodian
4	Revision	Aug 16	S Hitches	S Hitches	D Evans	J Brown
Signed						