



EXAMINATIONS POLICY

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Exam Policy

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To ensure compliance with JCQ regulations.

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

This exam policy will be reviewed by the Vice Principal (Curriculum) and the Exams Officer every three years and will be sent to SLT for approval.

1. EXAM RESPONSIBILITIES

Principal

Overall responsibility for the college as an exam centre:

- Has final responsibility for appeals and re-marks.
- Has responsibility for reporting all suspicions or actual incidents of malpractice through the Exams Officer. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

Exams Officer

Manages the administration of examinations and distribution of exam results:

- Advises the SLT, Heads of School, Assistant Heads of School, Programme Co-ordinators, tutors and other relevant staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates are informed of, and understand, those aspects of the exam timetable that will affect them.
- Provides deadline dates and examination timetables to candidates.
- Ensures that programme areas conducting controlled assessments are aware of the JCQ document '*Instructions for conducting controlled assessments*' and the college controlled assessment policy and procedures (see Appendix A).
- Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts where necessary.
- Facilitates the timely despatch of scripts.
- Liaises with Additional Support Staff in their administration of access arrangements and applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.

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- Accounts for income and expenditures relating to all exam costs/charges.
- Manages the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- As the process is now invariably online, it is the responsibility of programme coordinators to submit coursework marks. Despatches are handled and tracked by main reception. Distributes returned coursework.
- Provides Registry with attendance registers, from examination sessions.
- Submits requests for Special Consideration, with evidence, for candidates affected by illness or trauma during one or more exams.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with Heads of School, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams (excluding the International Baccalaureate which is the responsibility of The International Baccalaureate Co-ordinator).

Vice Principal (Curriculum)

- Organisation of teaching and learning.
- Making recommendations on appeals and re-marks in partnership with the appropriate Head of School, making recommendations on appeals and college sponsored re-marks.
- Seeking approval (where necessary) from relevant awarding body when a new course is proposed, in partnership with Head of School and/or Programme Co-ordinator, and the Exams officer.

Heads of School/Assistant Heads of School/Programme Co-ordinators

- Notify the Exams Officer of any early unit entries for January.
- Involvement in post-results procedures.
- Accurate and timely completion of coursework marks and declaration sheets.
- Checking of entry sheets and adherence to deadlines.
- Notify the Exams Officer of any change to examination board or any changes to course/entry/levels.

Heads of School (Student)

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Guidance and careers information.
- Post results advisory service.

Registry/MIS

- Input and maintenance of student data.
- Production of post-results analyses.
- Managing achievement data.
- Contacting candidates missing at the start of examinations.
- Process exam attendance registers to ensure correct authorisation of absence from timetabled subjects.
- Receiving coursework.
- Tracks dispatch of coursework
- Acting as a repository for students' mobile phones, MP3 players' during examination.

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- Provide timely information to the Exams Officer on students withdrawing from courses or leaving College.

Finance

- Receive fee payments from candidates.
- Refund candidates where an overpayment has been made or an EAR has resulted in an improved overall grade.
- Transfer monies from departments to the Exams budget when a request for return of scripts has been made by the Head of School (Curriculum) in order to improve teaching and learning.

Additional Support Co-ordinator

- Identification and testing of candidates' requirements for access arrangements.
- Administration of access arrangements: updating STS and REMS with current access arrangements for individual candidates.
- Provision of support (where resources allow) for the facilitation of an examination where access arrangements are required.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Lead invigilator/invigilators

- Distribution of exam papers and other material before the start of the exam.
- Completion of attendance registers (where applicable).
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Ensure the integrity of the invigilation process.
- Ensure the security of the exam papers at all times during the session.
- Attendance, as required, at invigilator and safeguarding training sessions and familiarisation with JCQ Instructions for the Conduct of Examinations as pertinent to invigilator role.

Candidates

- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.

2. THE QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the curriculum review group.

The qualifications offered include GCSE, A/AS levels, International Baccalaureate, Functional Skills, ESOL, BTEC/OCR Nationals, the Diploma and other provision.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed by the end of September in that academic year.

3. EXAM SEASONS, TIMETABLES AND CLASHES

3.1 Exam seasons

External exams are scheduled in November, January, March, May and June.

Which exam series are used in the centre is decided by the Senior Leadership Team?

3.2 Timetables

The Exams Officer will publish and make available to the relevant parties a composite timetable of all external exams with rooming and invigilation details.

4. ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

4.1 Entries

Candidates are confirmed for their exam entries by the Programme Co-ordinators. A candidate can discuss with Programme Co-ordinators and Heads of School a subject entry, change of level or withdrawal.

The centre may at the centres discretion accept entries from external candidates.

Under exceptional circumstances, and with the approval of the Exams Board and the principal, the centre may act as an exam centre for other organisations.

4.2 Entry details

All individual candidate statements of entry or individual timetables will be made available to students via STS. Private candidates, Adult education candidates and those recently left college will receive their timetables through the post or by email.

The exams office will accept withdrawals, amendments and changes of tier up to the date set by the awarding body. A change of tier after the original deadline will incur a cost.

4.3 Late entries

Late entries are authorised by the Exams Officer and Heads of School.

The deadlines for late entries are circulated to Heads of School.

The Exams Officer will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

4.4 Retakes

Retake decisions are made in consultation with the course tutor, exams officer, candidate and Head of School.

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Forms for retakes, available from the Exams Officer, are to be completed by candidates at least 3 weeks prior to the deadlines published by the JCQ for the relevant examination series.

5. EXAM FEES

Normal registration and exam fees are paid by the centre. Where a student asks to be entered for a qualification which they are not registered for, examination fees will be charged.

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

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Fees for EARs (Enquiries About Results) and ATS (Access To Scripts) are paid by whoever is responsible for the request.

Retake fees will normally be paid by the candidates.

Coursework review fees paid by candidates

The cost of fees will be determined on a yearly basis:

- i. EARs and ATS are at cost.
- ii. Resit fees will normally rise yearly by the cost of inflation.
- iii. Coursework review fees set to cover costs
- iv. Private candidates (or past students who have left college more than a year ago) will incur entry/resit fees which will be double that which is charged to current students.
- v. Private candidates will be required to pay a registration fee for each academic year they are to be registered for examinations

(See also section 4.4: Retakes)

6. THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS (SEE ACCESS ARRANGEMENTS FOR EXAMINATIONS DISABILITY POLICY)

6.1 The Equality Act

The Equality Act 2010 replaces previous anti-discrimination laws with a single Act and in the context of this policy applies to all aspects of assessments which lead to external qualifications. All exam centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

The Additional Support Co-ordinator will inform subject teachers of candidates with special educational needs embarking on a course. The Additional Support Co-ordinator can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process. For these candidates the Additional Support Co-ordinator will apply for the exam concession via the examination boards' web pages.

Course tutors identifying candidates who may require access arrangements after the start of the course should refer these candidates to the Additional Support Co-ordinator as soon as possible.

Making these special arrangements is the responsibility of Additional Support Co-ordinator.

All access arrangements are recorded on the college's MIS system and arrangements are applied by the Examinations Officer, as required when a candidate is taking an external examination.

7. MANAGING INVIGILATORS AND EXAM DAYS

7.1 Managing invigilators

External invigilators will be used for most exams.

Additional Support tutors will invigilate for candidates with special arrangements where possible. Invigilators required to be either Readers or Scribes will receive additional training.

The recruitment of invigilators is the responsibility of the Human Resources Adviser and the Examinations Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Human Resources Adviser.

Invigilators are timetabled and briefed by the exams office. A training session will be provided by the Exams Office for all new invigilators and there will be one session of (refresher) training provided for all invigilators prior to the summer session. Briefings should include evacuation procedures and any special considerations for candidates with disabilities. Where extra scribes and readers are required, training for these will be provided by the Additional Support team.

7.2 Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationary and materials available for the invigilator.

The site team is responsible for setting up the allocated rooms.

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

Subject staff will normally be present at the start of the exam to assist with identification of candidates but must not offer advice on the examinations themselves. Once this task has been completed, subject staff should leave the examination room.

At the start of an examination which involves practical use of a computer subject teachers must be present in case of any technical difficulties.

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Exam papers must not be removed from the exam room or read by subject teachers. Papers will be distributed to Programme Co-ordinators on the day after the exam session.

8. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

8.1 Candidates

JCQ rules on candidates' use of mobile phones, smart watches and all electronic devices apply at all times.

Normal centre rules on dress and behaviour apply.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine reason in which case an invigilator or a member of staff must accompany them. An inordinate delay in returning to the examination room must be reported, in writing, to the Exams Officer

The Exams Officer will ask Registry to attempt to contact any candidates who are not present at the start of an exam and will deal with them in accordance with JCQ guidelines.

8.2 Clash candidates

The co-ordination of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

8.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to inform the college, or the Exams Officer.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within 10 days of the last examination in that series.

8.4 Attendance in lessons not covered by Exam Study Leave

Students with a morning exam should go directly on to their next lesson after the exam

Candidates with an afternoon exam can take Study Leave from 12.00 onwards.

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9. COURSEWORK

9.1 Coursework (See also central collection of coursework policy)

Candidates who have to prepare coursework should hand it in to the appointed place by the required date.

The Programme Co-ordinator collects the coursework from registry as soon as they are notified that it is ready.

It is then the responsibility of the Programme Co-ordinator to ensure that all coursework is marked and/or despatched at the correct time and to keep a record of what has been sent, when and to whom. Programme Co-ordinators should also ensure that the central tracking record in the main reception office is duly completed.

Coursework mark forms are to be completed and returned by Programme Co-ordinators to the Exams Officer by internal deadlines set by the Exams Officer to meet the awarding bodies published deadlines.

Candidates can ask for a review of their internally assessed coursework

10. RESULTS, COURSEWORK REVIEWS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

10.1 Results

All individual candidate statements of results received in March and August may be collected in person on results days on production of photo ID.

A third person may collect results on behalf of a student with written authorisation from that student.

Those not collected will be posted to candidates' home addresses.

All individual candidate statements of results received during the course will either be distributed via personal tutors/subject tutors or collectively, on a day designated by the Exams Officer.

Where such distribution is not possible, candidates can collect their statements of results from the exams office.

10.2 Enquiries about Results

Coursework reviews.

Requests for review of internally assessed marks (controlled assessments/coursework)

Varndean College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Varndean College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Candidates have the right to request a review of the centre's marking before the marks are sent off to the exam board.

1. Any mark that comes out of this process is not the final graded mark. Following the review and any subsequent adjustment of marks (either up or down), the marks for the centre are then sent to the exam board. The exam board may then adjust the marks up or down according to their own procedures. (The actual grades associated with any particular mark is decided at a later date by the exam board).
2. This review process is designed to cater for any students who feel that their individual teacher has not graded their coursework fairly.
3. Students wishing to appeal need to state a reason for the appeal
4. There will be a small window between the release of the centre mark to candidates and the final marks being sent off to the exam board during which a review can take place. Deadline dates will be made available to students before the submission of coursework.
5. Following an appeal other teachers in the team (or if necessary teachers from a different centre) will review the mark and decide whether there should be an adjustment. Students will be informed in writing of the outcome of the review.
6. There will be a fee per module/unit charged to candidates who wish to make use of this review process. This fee will be non-returnable.
7. Forms will be available to candidates via the registry and need to be returned with payment to finance office by the deadline date.

Appeals against EAR (Enquiry About Results) remarks

The examination boards offer a number of post results services following the issue of results. Full details of these services, internal deadlines for requesting a service and fees charged can be provided by the examination officer.

The services are:

1. A clerical re-check and a statement of the marks
2. A post-results review of marking and a statement of the marks by component.

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3. A photocopied script prior to the submission of an enquiry about results.
4. The original script.

All these services incur a cost which the candidate/parent/carer are required to pay in advance of any request submitted to the board.

As the cost is incurred by the candidate or their representative, the college will not stand in the way of any such request. Candidates should however seek guidance as to whether or not a request for a re-mark would result in a realistic improvement to their current grade. As a re-mark can go down as well as up, the candidate is required to sign, on their application form for a re-mark, that they understand that the negative scenario is a possibility. A reduction in the candidate's mark as a result of a re-mark, will stand.

As there will be no objection from the college for a request for a re-mark, there is no requirement for an appeals procedure against the college's decision not to support an enquiry about results.

Appeals procedure following the outcome of an *enquiry about results* (EAR)

1. Where the head of centre remains dissatisfied after receiving the outcome of an Enquiry about Results, an appeal may be made to the awarding body, following the guidance in the JCQ publications:

Post-results services <http://www.jcq.org.uk/exams-office/post-results-services>

A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

2. Where a candidate, after receiving the outcome of an EAR, is not satisfied a candidate may raise an appeal.
3. The grounds of the appeal must relate to the awarding body's procedures or the application of the post-service procedures. Appeals do not generally involve further reviews of marking of the candidate's work.
4. Candidates, parents/carers are not permitted to make direct representations to an awarding body in relation to any aspect of EARs, including the appeal process.
5. If the candidate wishes to make an appeal, the internal appeals form (IAF) (Appendix B) should be completed no more than 7 calendar days following the notification of the outcome of the enquiry (the centre is required to submit any appeal to the awarding body within 14 calendar days of the notification of the outcome).
6. The Head of Centre will be notified and, will appoint a senior member of staff, e.g. Vice Principal (Curriculum), to decide the merits of the appeal. Appeals can only be made against the awarding body's failure to follow their procedures. If necessary, a meeting may be called.
7. If the senior member of staff decides not to pursue the appeal, the candidate may refer the matter to the Head of Centre, whose decision is final.

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8. The cost of whole cohort appeals may be underwritten by the Head of Centre. However, the cost of an individual appeal must be met by the appellant on submission of the IAF. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Details of the appeals procedure are available to students and parents within the assessment policy which is posted on the website.

10.3 ACCESS TO SCRIPTS (APPLICABLE TO GENERAL QUALIFICATIONS ONLY)

After the release of results of general qualifications, candidates may request the examination officer in writing the return of scripts.

Centre staff may also request scripts for investigation or for teaching purposes, with the consent of the candidates. (See also Section 5: Exam fees).

The Exams Office will publish deadline dates by which these enquiries for Access to Scripts must be made.

11. CERTIFICATES

Certificates from an academic year will normally be available on a date identified by the college at the end of the following November certificates not collected on that day may, by appointment, be picked up from the college up to the end of the following February. After that time, remaining certificates will be posted out (recorded delivery) to the candidates' home address as recorded on the college database.

Certificates may be collected on behalf of a student by a third party provided they have written authorisation from the student and have ID.

OTHER RELATED POLICIES:

- Access Arrangements for Examinations Disability Policy
- Coursework Policy

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Controlled Assessment Policy

Policy & Procedures for Controlled Assessments

What is Controlled Assessment?

Controlled Assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking.

Such assessments will take place in either:

- A normal timetabled lesson or other defined session under supervised conditions (**class teacher** supervision).
- Collectively in a location, on site, (such as the Hall) under supervision (under **class teacher(s)** or **external invigilator(s)** supervision).

A copy of the JCQ document *Instructions for conducting controlled assessments* will be made available annually to all **programme coordinators** whose course(s) require some form of controlled assessment. This document will be provided by the **Examinations Officer**.

The **programme coordinator** (in consultation, if necessary, with the **Head of School**) will provide the **Examination Officer** with dates when assessments will be held. Where rooms outside normal timetabled rooms are required, the responsibility for booking these will be the **programme coordinator**.

Keeping materials secure

Where electronic files used for assessment are accessed through an awarding body's secure website, these files will only be accessed by the **Examinations Officer** or his/her **delegated deputy**.

Confidential materials will be made available no more than **7 days** prior to the assessment taking place. It will be the responsibility of the **programme coordinator** to ensure that all confidential materials (including mark schemes) are kept secure throughout the assessment process.

Candidates' work for assessment must be stored securely. This is the responsibility of the **programme coordinator** (or **class teacher**). All assessment materials must be locked in a suitable secure cabinet at the end of each session.

Entry of candidates and submission of marks and work

All candidates will need to be entered for the controlled assessment component of the qualification. It is the responsibility of the **programme coordinator** to provide the **Examinations Officer** with the list of candidates in a timely fashion. The **Examinations Officer** will enter candidates before the deadline defined by the awarding body.

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The Exams Office will ensure that Subject tutor/Programme Co-Ordinator is provided with student candidate numbers at least one week before the controlled assessment takes place. The Programme Co-Ordinator/subject tutor must advise the Exams Officer date of Controlled Assessment.

Assuming a summer entry:

GCSE entry by February 10th

GCE entry by March 10th

Candidates' centre assessed marks must be submitted to the awarding body by the date required. At least one copy of all marks awarded should be retained at the centre. Candidates' work for moderation purposes or external marking must be despatched as directed and work not required for moderation purposes must be stored securely until all possible post-results services have been exhausted. These tasks are the responsibility of the **programme coordinator**.

The centre may inform candidates of the marks which have been submitted to the awarding body, but in doing so must make it clear that those marks are subject to change through the moderation process.

Task Setting

Tasks will either be set by

- (i) the awarding body;
- (ii) the programme area.

In both cases, it is the responsibility of the **programme coordinator** (through **class teachers**) to ensure that candidates are clear about the assessment criteria which they are expected to meet in their controlled assessments.

Task Taking

It is the responsibility of the **programme coordinator** to ensure that all **class teachers** are made aware of the relevant level of control permitted in the controlled assessment (high, medium or low) as this will determine the level of permitted supervision; for example, high control means that students are under exam conditions.

Candidates must not use a mobile phone or any other electronic communication during a session which is subject to formal (high level) supervision. If the assessment task is held in a large area such as the Hall, no mobile phones or electronic communication devices are allowed in these locations. It is the responsibility of the **programme coordinator** or **external invigilator** to ensure that devices are left in the Registry.

Programme coordinators should check the relevant paragraphs on supervision from the JCQ document *Instructions for conducting controlled assessments*.

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Programme coordinators (through **class teachers**) should make all candidates aware of the JCQ document *Information for Candidates for Controlled Assessments*. This document, along with other important examination documents will be uploaded, by the Examinations Officer, to each candidate's email account each year.

Access arrangements **do** apply to Controlled Assessments. It is the responsibility of the **class teacher** to ensure that they are aware of any candidate in their class who is entitled to such arrangement. For larger groups (whole cohort) this responsibility should be deferred to the **programme coordinator**. Where resources are required (word processors, scribes, readers....) the **programme coordinator/class teacher** should consult with the **Examinations Officer/Additional Support** team who will decide/advise on the appropriate support.

If a candidate is absent, the **class teacher** must allow that candidate the chance to make up the missed time if necessary. Attendance records from assessment sessions should be kept by the **class teacher**. For long absences, special consideration should be applied for via the **Examinations Officer**.

Collaboration

Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words. Alternatively, where candidates are required to construct a product, candidates may collaborate in the construction of the product but their responses must be their own and their individual contribution clearly identified.

Authentication Procedures

On completion of an assessment, the **class teacher** should ensure that both they **and** the candidate have signed the appropriate authentication forms. Either, or both signatures missing, could result in zero marks being awarded.

The **class teacher** should be sufficiently aware of the candidate's standard and level of work to appreciate if the work submitted is beyond the talents of the candidate. If a **class teacher** has reservations about signing the authentication statements, they should refer to the guidance in the document *Information for Candidates for Controlled Assessments*.

If suspected malpractice/irregularities are discovered:

- (i) **prior** to the candidate signing the declaration of authentication

This will be dealt with under the college's internal procedures.
Details of any work which is not the candidate's own must be recorded on the authentication form.

- (ii) **after** the candidate has signed the declaration of authentication

The **head of centre** must submit full details of the case to the relevant awarding body at the earliest opportunity. (See the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policy and Procedures*).

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Task Marking

Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the college if more than one teacher is involved in the assessing. The **programme coordinator** should ensure that all **class teachers** follow the procedures for task marking as laid down in the JCQ document *Instructions for conducting controlled assessments*.

External Moderation

By the date specified, the **programme coordinator** should ensure the following have been submitted to the awarding body:

- Details of marks awarded.
- Authentication of the work submitted for assessment.
- Confirmation that internal standardisation has been carried out as required.
- Any other information as the specification may require.

Externally Assessed Controlled Assessments

In some specifications, controlled assessment is externally assessed. The **programme coordinator** should send the work of all of the candidates, together with the authentication statements. These must be sent by a specified date to an awarding body/examiner for marking.

Lost Work

If a candidate's work has been lost (through no fault of their own) within college, it is a requirement to report the circumstances immediately to the awarding body. The report, on the appropriate form, should be made by the **Examinations Officer** following consultation and written response from the **programme coordinator** and/or **class teacher**.

REQUEST for COURSEWORK REVIEW

Name of student (Please print clearly)	Subject	Unit name	Unit code
Reason for request (Please give as much detail as possible)			

I am submitting this request for a coursework review in the knowledge that my mark may go down as well as up as a result of this review process.

I enclose £xxx (non-returnable) as payment for this review. (Cheques payable to Varndean College)

Signed:

Date:

Outcome of COURSEWORK REVIEW

Name of student (Please print clearly)	Subject	Unit name	Unit code
Outcome			

I have conducted a review of the coursework in accordance with the exam board procedures and mark scheme

Signed:

Date: