

Examinations Policy

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1. Introduction

- 1.1. The purpose of this Examinations Policy is to ensure that:
 - the planning and management of examinations is conducted efficiently and in the best interest of students;
 - all aspects of the Centre's exam process are documented, supporting the Exams Contingency Plan and other relevant exams-related policies, procedures and plans;
 - the operation of the examinations system is effective with clear guidelines for all relevant parties, including the workforce and candidates;
 - exams and assessments are conducted according to JCQ and all other relevant awarding body regulations, guidance and instructions, and are adhered to.

- 1.2. The policy will be reviewed annually by the Examinations Manager in conjunction with the Vice-Principal, Curriculum & Planning, and approved by the Head of Centre to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

- 1.3. An updated and agreed copy of the policy will be made available to Heads of Subjects annually via the college staff intranet. It is the responsibility of all staff involved in the examination processes to read, understand and implement this policy and to make changes to their working processes as relevant.

- 1.4. If the escalation procedure needs to be invoked, the Examinations Manager or a member of the Senior Leadership Team will contact the relevant exam board in a prompt and timely manner

2. Examination Responsibilities

2.1. Head of Centre

- has overall responsibility for the college as an examinations centre and ensures that the Examinations Manager understands relevant awarding body and JCQ documentation and has sufficient time to perform their role.
- must annually read and understand the contents of JCQ publications and ensures that members of the senior leadership team, who are responsible for examination administration, familiarise themselves with relevant awarding body and JCQ documentation. This will ensure the Examinations Manager and Inclusive Learning Manager are supported as well as ensuring effective centre decision making in line with published regulations:
 - a. General Regulations (GR), [link](#)
 - b. Instructions for Conducting Examinations (ICE), [link](#)
 - c. Access Arrangements and Reasonable Adjustments (AA), [link](#)
 - d. Suspected Malpractice-Policies and procedures (SM), [link](#)
 - e. Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework), [link](#)
 - f. A guide to the special consideration process (SC) [link](#)
- ensure that the centre complies with the responsibilities outlined

- ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.
- ensures that the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- ensures that teaching staff do not use artificial intelligence(AI) as the sole means of marking candidate's work
- ensures that the Inclusive Learning Manager understands the JCQ document, Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre.

National Centre Number (NCN) Registration

- must respond annually by the end of October, when prompted, to the National Centre Number Register (NCN) annual update confirming that they are aware of and are adhering to the latest version of JCQ regulations. This responsibility cannot be delegated.
- must pass a signed copy of the NCN update to the Examinations Manager for retention.

Recruitment, selection and training of staff

- retains a workforce of an appropriate size and competence, including sufficient managerial and other resource to undertake the delivery of the qualification as required by any awarding body.
- ensures there are appropriately trained staff to determine and manage the appropriate arrangements for candidates with learning difficulties and disabilities, following the guidelines of the [Access Arrangements/Reasonable Adjustments Policy](#)
- provides fully qualified teachers to mark non-examinations assessments, an/or fully qualified assessors for the verification of centre-assessed components.
- must allow the relevant members of the Senior Management team, the Examinations team and Inclusive Learning team to receive the appropriate training in order for them to carry out their examination responsibilities properly.

Internal Governance

- has in place, a member of the Senior Leadership Team (SLT) who will provide support and guidance to the Examinations Manager and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- manages any conflicts of interest and ensures that the appropriate reports are made to the awarding bodies and records are kept on file.
- is responsible for reporting all suspected or actual incidents of malpractice in accordance with, as appropriate, the JCQ document *Suspected malpractice in examinations and assessments* or any other relevant awarding body procedures
- makes the final decision in any examinations matters under dispute within the centre.

2.2. Vice Principal, Curriculum and Planning

- has operational oversight of the examinations system on behalf of the Head of Centre.
- deputises for the Head of Centre as necessary in examinations issues.
- ensures that Examinations Manager (EM) and Examinations Administrators (EAs) attend appropriate events and training sessions offered by Examination Boards and other providers to enable the exam process to be effectively managed and administered.

- acts as line manager to the Examinations Manager – provides support and guidance to ensure the integrity and security of the examinations and assessments process.

2.3. Examinations Manager

- manages the Examinations team and delegates tasks to them to effectively deliver the following responsibilities
- manages the administration of all aspects of external exams with reference to JCQ and relevant awarding body regulations.
- manages elements of external assessments and controlled assessments in some subjects and liaises with the relevant Head of Subjects as relevant to ensure their smooth-running
- manages the administration of formal college examinations – one set of mock exams for the A1 students (Year 12) and two sets of mocks for the A2 students (Year 13)
- supports the coursework / NEA process in college, following the responsibilities detailed in the college NEA and Coursework policy.
- recruits and trains external invigilators as necessary, ensuring they are fully aware of the relevant rules and procedures that apply in an examination.
- acts as line manager to the Examinations team, and the externally recruited invigilators.
- advises the Senior Leadership Team, Heads of Subject, Senior Tutors, subject teachers and relevant support staff as necessary on examinations procedures, rules and timetables as set by the JCQ and any awarding bodies.
- communicates regularly with staff concerning registrations, entries, regulations, timetables, imminent deadlines and events.
- ensures that candidates and their parents are informed of relevant examination matters, including timetables and rules, and is available to clarify and answer questions.
- provides information, including estimated and final entries, to the examination boards in a timely manner.
- maintains systems and processes to support the accurate registration and entry of candidates for the relevant qualifications.
- receives, checks and stores securely all examination pre-release material, question papers and stationery.
- works with the Inclusive Learning Manager and team to gain approval for candidates' access arrangements needs from the relevant awarding bodies. Supports candidates in examinations in line with the regulations in the JCQ publication *Access arrangements and reasonable adjustments* and any other relevant awarding body regulations.
- identifies and manages examination timetable clashes and makes appropriate provision for students in line with the JCQ publication *Instructions for conducting examinations* and any other relevant awarding body regulations.
- ensures invigilators receive regular information and training about the examination rules. Arranges safeguarding training (etc.) for them – to be provided by the designated safeguarding lead or their representative.
- briefs students on examination procedures, and produces a candidate handbook and other written guidelines.
- works closely with the IT Support department to ensure the correct provision of exam accounts and hardware for students.
- Works closely with MIS department to ensure that reporting needs are met and UNITE data is accessible in real time with the objective of automating as many processes as possible.
- ensures the proper running of examinations on a daily basis to facilitate candidates being able to do their best work.
- despatches completed scripts to the awarding body/examiner by the relevant method and as per the relevant guidelines.

- receives samples of coursework, NEA, and controlled assessments from Heads of Subjects and dispatches or uploads them to relevant awarding bodies
- deals, in conjunction with the appropriate members of SLT, with reports of malpractice involving staff or pupils. Submits the correct paperwork to the relevant examination board.
- works with students, parents/carers, SLT, Senior Tutors and teaching staff to determine candidates' special consideration eligibility and makes applications to the examination boards in line with the regulations in the JCQ publication *A guide to the special consideration process* and other relevant awarding body procedures.
- checks annually with Heads of Subjects to determine the specification they will be following and their examination requirements for the next academic year.
- processes examination results and distributes to candidates and centre staff according to the agreed distribution method and published deadlines.
- advises on, processes and tracks post results service requests from candidates and Heads of Subjects.
- manages the complaints and appeals process, working with and advising Heads of Subject and appropriate members of SLT.
- keeps records as required to be shown during a JCQ or awarding body inspection.
- ensures that updates are made to UNIT-e with any changes to marks and grades.
- receives, logs and forwards final certificates to candidates and logs and then securely disposes certificates that have not been collected.
- accounts for income and expenditures relating to all examination costs/charges and works with the Finance department to authorise payments and investigate discrepancies.

2.4. Examinations Team

- assists the Examinations Manager at varying degrees of responsibility to deliver the above tasks in line with JCQ regulations, additional awarding body rules and guidance and details contained in departmental procedures and any other exam-related requirements.

2.5. Heads of Subjects

- ensures teaching within the subject is carried out with reference to the correct specification, and that the correct texts and materials are used to prepare candidates. Checks the relevant Examination Board website regularly for updates and signs up for email updates as appropriate.
- receives information on timetables, registrations, entries and procedures from the Examinations team and undertakes detailed checks. Ensures this information is cascaded within the department.
- where applicable, ensures all coursework, NEA and controlled assessments are carried out according to the college NEA and coursework policy, the JCQ guidelines: *Instructions for conducting NEA*, and any additional awarding body procedures. Ensures marks are entered to the required internal and external systems by the deadline and provides correctly annotated samples of work as requested.
- follows the guidelines of the [Non-Exam Assessment Policy](#)
- provides accurate information about the specification and examination requirements for the following academic year when asked by the Examinations Officer.
- undertakes analysis of results and discusses any concerns about individual or cohort performance with the Examinations Manager in a timely manner.

2.6. Teachers

- ensure that they are teaching to the correct specification, and that the correct texts and materials are used to prepare candidates.
- works with the Inclusive Learning Manager and their team to identify and support students who potentially require additional learning support/access arrangements. Provides information and evidence in a prompt manner and adheres to all internally-set deadlines to ensure prompt resolutions
- ensures that students with confirmed access arrangements are able to use them in the classroom setting. Does not make any adjustments which may become the pupil's 'normal way of working' without first checking with the Inclusive Learning team.
- ensures that they are carrying out coursework, NEA and controlled assessments etc. according to the college NEA and coursework policy, the JCQ guidelines: *Instructions for conducting NEA*, any additional awarding body procedures and all relevant departmental guidance.
- ensures that coursework grades are determined and communicated to students in sufficient time to allow for appeals against internal marking before Awarding Body deadlines

2.7. Inclusive Learning Manager

- acts as line manager to the Inclusive Learning team and delegates tasks to them to effectively deliver the following exam responsibilities
- advises the Senior Leadership Team, and other staff as necessary on Access Arrangement procedures as set by JCQ and, where relevant, individual awarding bodies.
- puts in place and manages systems to gather evidence of student needs on an ongoing basis.
- makes formal access arrangement applications via JCQ Access Arrangements Online (AAO) / other awarding bodies by the agreed deadlines and updates student profile for EAA in MIS system (UNITe)
- works directly with the Examinations Manager on any complex access arrangement cases.
- ensures all relevant access arrangement evidence is kept on file and available for inspection

2.8. Invigilators

- attend initial training and refresher training sessions as requested by the Examinations Manager, including Safeguarding training.
- carry out any remote training / testing as requested by the Examinations Manager
- take responsibility for understanding the relevant JCQ regulations and checks with the Examinations team for any clarification needed.
- follows the operational procedures put in place by the Examinations Manager before, during and after every examination.
- reports any suspected incidents of malpractice immediately so that the correct action can be taken.

2.9. IT support staff

- provide and correctly maintain the relevant exam accounts and computer equipment for students involved in examinations and similar additional assessments.
- at the request of a member of the Examinations team, assist with adhoc software and hardware support as necessary on the day of an exam.
- provide IT support to exam staff and students on the days of PC-based exam assessments

2.10. MIS staff

- supports the Examinations team with the UNIT-e system, including the transfer of data and the writing of relevant reports in a timely manner.
- develops and maintains various bespoke solutions to address examination-related needs (e.g. NEA marks, UCI migration from ILR to Exams Student Manager, EAA real time)
- publishes electronic results via UNIT-e, at dates and times agreed with the Examinations Manager and Vice Principal: Curriculum and Planning, including bulk emailing to college accounts

2.11. Site staff

- received and sign-for secure exam materials and deliver immediately to Exams Office.
- set up examination rooms as requested by the Examinations manager
- check and re-set rooms as relevant.
- respond to urgent issues (e.g. temperature issues) to ensure the best conditions possible for students to take their examinations and other assessments.

2.12. Students

- check all examination entries and report any issues directly to the Examinations team
- apply for any re-sit exams in a timely manner before the published deadline
- understand coursework / NEA regulations and sign a declaration that authenticates the work as their own.
- attend all their examinations on the correct day and time and at the correct venue, including any examinations which may be subject to a timetable variation.
- adhere to College expectations of being outside the exam venue at least 15 minutes before the timetabled start time of the exam.
- ring Main Reception or Examinations Department to advise if they are running late or will not be attending, explaining clearly that they have an exam.
- bring the correct equipment with them to each examination, ensuring it complies with regulations.
- conduct themselves in all examinations and additional assessments according to the college, examination board and JCQ regulations, including listening and responding to invigilator instruction in a respectful manner.
- report any concerns about any aspect of the examinations system as promptly as possible to the Examinations team who will be able to offer further advice.

3. Qualifications Offered

- 3.1. The qualifications offered at the college are decided by the Principal, Senior Leadership Team and Heads of Subject.
- 3.2. This policy applies to the following qualifications which are offered within the college:

Year Groups	Qualifications
16-19 years	GCSE GCE A levels Project qualifications (including EPQ) Vocational qualifications (including BTEC, AAQ, NCFE/Cache & T levels)

	Adhoc University admissions tests
Adult learners	GCSE – Eng, Maths, Biology Foundation degree in education PGCE (PCET) Access to Higher Education L2 Certificate (Supporting T& L) L3 Diploma (Support T & L) Level 2 & 3 Diploma (Early Years) Level 4 Certificate (Early Years) L1 Awards in Understanding STL

3.3. The subjects offered for these qualifications in any academic year may be found in the college's prospectus for a given year.

4. Examination Dates

4.1. External examinations and assessments are normally scheduled as follows:

4.2.

- November – GCSE Maths/English re-sits; Criminology Unit 1 CA fresh attempts (A2s)
- December - T level core paper re-sits; Criminology Unit 3 CA first attempt (A2s)
- January – BTEC exams/set tasks, NCFE(Cache) external assessments
- February/March – Criminology CA fresh attempts Unit 1/Unit 3(A2s)
- March and April – BTEC set tasks, T level Employer set tasks/Occupational Specialism, internal mocks
- May and June – GCSE, A level, BTEC, AAQ, T level, Criminology written exams, NCFE (Cache) external assessment re-sits. Criminology CA Unit 1 (A1s)

4.3. Internal examinations are normally scheduled as follows:

- December – Mock2 A level examinations (A2s)
- March –Mock3 A level examinations (A2s)
- April – Mock1 year A level examinations (A1s)

4.4. Variations to the above schedules may be made without notice in response to either awarding body changes or the operational requirements of the college.

5. Registrations and Entries

5.1. Entries/registrations

- Heads of Subjects check and confirm all registration/exam entry lists drawn up by the exams department prior to them being transmitted to the relevant awarding body.
- Entries in subjects that students are studying for privately are not allowed.
- The centre does not accept private candidates.

5.2. Late entries

- Late entries are allowed at the discretion of the Examinations Manager.
- Late entry fees are payable before a late entry can be processed.

5.3. Re-sits

- Students will be offered the opportunity to take re-sit examinations in certain units, following a pattern agreed by the Head of Subject and Examinations Manager
- Some qualifications have a limit, imposed by the awarding body, on the number of times a unit re-sit can be taken.
- Re-sit decisions will be made in consultation between students and their subject teachers/Head of Subjects; SLT approval may be required in some instances.
- Re-sit forms must be completed in full and handed in by the deadline. Entries will not be made until the relevant fee has been paid.
- A levels are a linear qualification, with all exams taken at the end of the course (terminal assessment) and therefore re-sit opportunities do not exist. Students who have completed their A level course and left college cannot return to take re-sits as a private candidate.

5.4. Re-starts

- Students who are re-starting their A2 year will be entered according to the normal schedule for the other A2 students on their course(s).

5.5. Checking of exam entries

- Students will be provided with information about their examination entries and are responsible for reporting any inaccuracies to the Examinations Manager.

6. Registration and examination fees

- 6.1. All registration fees are paid by the college, including cases where students have re-started a course.
- 6.2. Examination entry fees are paid by the college for all initial attempts. This includes students who are re-starting a course.
- 6.3. There will be no charge for changes of tier or any withdrawals made within the deadline allowed by the awarding bodies.
- 6.4. Late entry or amendment fees are paid by the relevant department or individual students, depending on the reason the deadline was missed.
- 6.5. Reimbursement may be sought from students who withdraw after the deadline allowed by the awarding bodies, who fail to sit an examination or who fail to meet the necessary coursework/internal assessment requirements.
- 6.6. All re-sit fees are paid by the students. Where a student has been unable to take a re-sit for medical reasons, and a medical letter is provided, the re re-sit fee for the next examination opportunity may be waived at the discretion of the Examinations Manager or Vice Principal.
- 6.7. All re-sit fees, are non-refundable. Withdrawals requested before the exam board deadline may receive a refund – less an administration fee - at the discretion of the Examinations Manager

7. Equality Legislation

- 7.1. All college staff must ensure they meet the requirements of any relevant equality legislation.
- 7.2. The centre will comply with relevant equality legislation, including making reasonable adjustments to the service that they provide students in accordance with the requirements defined by JCQ and examination boards.

8. Access Arrangements

- 8.1. The Head of Centre is responsible for the IL Manager and any other relevant members of the IL team being properly qualified to act as specialist assessors and to ensure that the correct procedures are followed as in Chapter 7 of the JCQ document for Access Arrangements and Reasonable Adjustments [here](#).
- 8.2. Assessing the need and ensuring there is appropriate evidence for a student's access arrangement, for whatever reason, is the responsibility of the IL Manager. They must keep the relevant evidence on file and instruct the Exams Department to make the application to the relevant body, using an agreed EAA Checklist.
- 8.3. The Examinations Manager will liaise with the IL Manager over any complicated approvals or rejections.
- 8.4. Once approved, access arrangements for timetabled assessments will be organised by the Examinations Manager.
- 8.5. Once approved, the IL Manager will inform subject teachers so that access arrangements may be provided in the classroom and for any classroom-based assessments.
- 8.6. The IL Manager should not process any access arrangements after the published JCQ deadlines (latest) but, ideally by the internally set agreed deadlines. Cases brought to IL's attention after these deadlines will only be dealt with in respect of the next available series of exams. The only exception to this is for emergency access arrangements of a medical nature which must be agreed between the IL Manager and the Examinations Manager.
- 8.7. Where the Examinations Manager requires changes to timetabled rooms to facilitate access, this will be arranged via the MIS team who will give the appropriate advance notice and information to room users.

9. Invigilation arrangements

- 9.1. Specialist invigilators are employed by the centre and will be used for all external exams. They will also be used during the mock examinations and for other specific external or controlled assessments. Where exam boards permit the subject teacher to invigilate a particular assessment, the Head of Subject and Examinations Manager will discuss and agree as appropriate.
- 9.2. Each specialist invigilator must pass the relevant background checks (e.g. DBS) before an offer of employment is made. This will be organised by the HR department. Invigilators must sign up to any relevant 'update service' which will make annual checks easier to undertake. The annual fee for this will be paid by the centre on production of the relevant receipt.

Invigilators who invigilate at another centre will have their annual fee reimbursed every second year on the understanding that this fee is shared with the other centre.

- 9.3. The team of specialist invigilators will receive a comprehensive initial training programme at the start of their employment, including safeguarding training. They will then take part in mandatory update training at the start of each subsequent academic year. They will also be offered additional update sessions at the discretion of the Examinations Manager. They may be asked to complete additional PC-based training/assessment from home.
- 9.4. All invigilator training is a paid activity. Any training taking place on centre premises will be paid as a minimum of 2 hours. Any training undertaken remotely will be paid for at a discretionary rate which would allow the average person to complete the task. No additional payments will be made to invigilators who take longer than this.
- 9.5. Invigilators who do not attend training sessions as requested are not allowed to invigilate until the Examinations Manager is satisfied that they are fully aware of all applicable rules, regulations and processes. Shifts may be withdrawn and payment withheld at any time and without notice if there are any performance concerns.
- 9.6. Once an invigilator has confirmed they can work the shifts they have been offered this is considered a firm arrangement. Invigilators are expected to attend for each of these shifts other than due to unexpected illness. Payment will be honoured by the centre when invigilators are no longer needed for a confirmed shift with less than a week's notice.
- 9.7. Invigilators will be contacted by email, telephone or via WhatsApp/other social media as relevant to the information that needs to be relayed. There is an expectation that invigilators will check for messages regularly and reply in a timely manner.
- 9.8. Invigilators' rates of pay are set by the centre Finance department and /or HR Department. Invigilators are instructed to contact HR department directly if they have any concerns with their pay (pertaining to Access, which is managed by HR department).

10 Malpractice

- 10.1. Teaching staff must be vigilant for malpractice within their students' coursework / NEA / controlled assessment and must discuss concerns with students if they have concerns prior to the deadline for completion. If concerns are raised once the completed work has been handed in, they must report this to the Examinations Manager who will refer to policy guidance and advise on the next steps.
- 10.2. Learners are made aware of and have access to JCQ regulations for written examinations and Instructions for Conducting Non-Exam Assessments, and understand the definition of plagiarism and misuse of AI, including penalties for not citing references of work which is not their own. Ref: [AI use in assessments: Protecting the Integrity of Qualifications](#)
- 10.3. Failing to report suspicions of coursework / NEA / controlled assessment malpractice may lead to the member of teaching staff being subject to a malpractice investigation.
- 10.4. Invigilators must be vigilant for malpractice within examination sessions and must report any suspicions immediately to the Examinations Manager who will take the necessary action.
- 10.5. Failing to report suspicions of malpractice in a timetabled examination may lead to the invigilator being subject to a malpractice investigation.

- 10.6. The Examinations Manager will liaise with the Vice Principal (Curriculum and Planning) over any suspected cases of malpractice.
- 10.7. The Head of Centre has overall responsibility for the course of action taken in any suspected malpractice cases.
- 10.8. The Examinations Manager will generate the necessary report to the examination board, make emails/telephone calls to student's Senior tutor and parents/carers, will update Cedar and will keep a central record.

11 Examination facilities

The Examination Manager will book all examination rooms in good time to reduce the chances of clashes with other events.

- 11.1. The Estates team is responsible for setting up the allocated rooms based on information provided by the Examinations Manager.
- 11.2. The Estates Manager and the Examinations Manager will work together to ensure the best possible conditions within the rooms (heating, lighting and ventilation).
- 11.3. The Estates team will regularly check and re-set the main exam rooms (Sports Hall and Lecture Theatre) to ensure that the JCQ distance regulations are adhered to.
- 11.4. The IT Support team is responsible for providing any computer equipment based on information provided by the Examinations team.
- 11.5. The IT Support team and Exams team will work together to resolve any exam account, hardware or software issues to ensure the best experience for the students taking the exams/assessments.

12 Examination days

- 12.1 In addition to the invigilators and members of the Examinations team, the only staff who are allowed to be present in the room at the start of the examination are those who are settling students (IL team members) or assisting with discipline (members of SLT)
- 12.2 Subject staff are not allowed into the exam room under any circumstances, but may be present outside the exam room to offer support to students as they enter, to help with any technical questions or to discuss absences with Exams staff once the exam has begun.
- 12.3 This restriction does not apply to the A level Art & Design, Performing Arts and/or selective IT examinations where a member of the department (technicians/teacher) may be present during the exam to offer technical support under the guidelines issued by the exam board/JCQ.
- 12.4 The lead invigilator will work in conjunction with the invigilation team to check the identity of each student against their photographic desk card. Any concerns will be reported to the Examinations team immediately.

- 12.5 Students who are missing at the start of the exam will be contacted as soon as possible by the Exams team. However, the responsibility for attending on the right day and time remains the responsibility of all students. If contact with missing students cannot be established, the centre accepts no liability for a missed exam.
- 12.6 Where no contact can be established with the student, or there are concerns over the student, parents/carers will be contacted.
- 12.7 Students who arrive within an hour of the official start time are allowed to sit the exam at the discretion of the Examinations Manager. They will be given the full time allocated for the exam and will not be allowed to leave before that time has elapsed. Students who are repeatedly late for exams may be refused entry and in extreme cases they may be withdrawn from the remainder of their examinations.
- 12.8 Students who arrive later than an hour after the official start time of the examination will only be allowed to sit the exam in exceptional circumstances and at the discretion of the Examinations Manager. The Examinations Manager must submit a Very Late Arrival form to the Awarding Body, who will decide whether to validate the script or not.
- 12.9 While attending college for an examination, students' personal belongings remain their own responsibility and the centre accepts no liability for loss or damage.
- 12.10 The centre's published rules on behaviour and acceptable dress apply at all times during examinations. Failure to follow the rules may jeopardise a student's participation in their remaining examinations.
- 12.11 Before the exam starts, students will be given the opportunity to hand in any 'unauthorised material' that they may have inadvertently brought into the examination room. Any loss or accidental damage to items handed in and subsequently removed from the exam room is not the responsibility of individual members of staff or the centre.
- 12.12 If students are discovered with unauthorised material during the exam, they will be dealt with under the relevant exam board / JCQ regulations.
- 12.13 Each examination will be conducted according to JCQ regulations or the relevant regulations provided by the awarding body.
- 12.14 Disruptive students will be dealt with in accordance with college, examination board and JCQ guidelines.
- 12.15 Students are expected to stay for the full published time for each examination. The Examinations Manager may exercise discretion over this rule in the case of single or small numbers of students involved in clashing or late-running examinations. If given the opportunity to leave early, it is the student's responsibility to ensure they have fully finished the examination before doing so.
- 12.16 Students who leave an examination room for an acceptable reason (e.g. toilet break), must be accompanied by an appropriate member of staff at all times. Toilet breaks are an emergency arrangement and students requesting them regularly will be subject to further investigation. Students will not normally be allocated additional time to compensate them for time lost taking a toilet break. In exceptional circumstances the Examinations Manager may use their discretion to adjust a student's finish time as long as the total time they have been given to complete the exam does not exceed the standard time.

- 12.17 Spare question papers must not be read by anyone in the examination room or removed before all students have completed the exam. The only exception to this is where an invigilator or member of the Exams team needs to investigate a possible erratum which has been identified by one of the students. This must be done discreetly and where possible out of sight of the students.
- 12.18 Spare question papers will be distributed to Heads of Subject via their pigeon hole or in person after all the centre's students have completed it (including any with a timetable variation) and once all completed scripts have been accounted for; usually, the following day, although papers may be collected from the Exams Department. Question papers may then be discussed with students but students should not be given a paper copy of the question paper as this remains restricted material.
- 12.19 The Examinations team will either package the completed scripts and arrange for their safe despatch or upload work to a portal provided by the examination board.

13 Examination clashes

- 13.1 Students may have more than one examination in the morning or afternoon of a particular day. This is known as a clash. The centre follows the rules laid down by the examination boards / JCQ when dealing with clashes.
- 13.2 When there is sufficient time available, students will sit the examinations back-to-back.
- 13.3 When a timetable variation is necessary, invigilators will be used to supervise students with a clash between exams. If the period of supervision falls over the lunchtime period, students will be expected to bring a packed lunch as it will not be possible for them to use the catering outlets on site.
- 13.4 College does not allow overnight supervision arrangements and will stay open as long as necessary to allow clash examinations to be properly taken. Supervised breaks will be used to ensure the best conditions for the students, within regulations.
- 13.5 A special consideration application should be made by the student for the last exam of the day if the combined duration of the exams passes the prescribed limits.

14 Special consideration – external exams

- 14.1 If a student is ill, becomes unwell or is otherwise disadvantaged or disturbed during an exam, it is their responsibility to alert the invigilator, a member of the Exams team and/or their Senior Tutor on the day. Further advice will then be given in line with current regulations and a special consideration application may be appropriate.
- 14.2 Retrospective applications will not normally be accepted.
- 14.3 Should a student feel that they are unable to attend an examination because of ill health, bereavement or other trauma, their parents/carers must contact the Examinations Manager as early as possible.

- 14.1 It is not possible for an external exam to be rescheduled on a different day and so in the majority of these circumstances, the student and the parent/carer will be asked to attend college to allow us to assess the situation and give the proper advice.
- 14.2 In order to apply for special consideration, a student must follow the current college procedure and provide any evidence requested. Applications cannot be made on behalf of a student by parents/carers or teachers.
- 14.3 Providing the student has satisfied all requirements, the Examinations Manager will add the student to the Special Consideration list which will be authorised by the Vice Principal (Curriculum and Planning). Once the list has been approved the Examinations Manager will organise for applications to be made to the relevant Examination Board by their published deadline.
- 14.4 The Examinations Manager will keep a record of all applications processed, adhering to the current GDPR regulations.

15 Additional Assessments (NEA, controlled assessments, coursework and external assessments)

- 15.1 Many courses call for additional assessments to be undertaken in addition to written examinations.
- 15.2 There is more detailed advice in the college NEA policy and the Reviews of Marking policy (internal assessments)
- 15.3 The Head of Centre must ensure that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.

16 Results

- 16.1 All results are issued to students in electronic format to their college email address. Results will not be sent to an alternative email address or given over the phone. They will not be sent to parents/carers. There are no exceptions to this policy.
- 16.2 Parents/carers can access results on Cedar the day after they are released to students.

17 Post Results Services

- 17.1 There are a number of services offered by the Examination boards and information about these will be provided in the Examinations Handbook, on Canvas and on the college website.

Head of Centre

- Advises the Examination Team and Heads of Departments and teaching staff, in advance of published Result Days, the conditions in which a candidate may be entitled to have a Post Results Service paid by the College
- Ensures **internal appeals procedures** are available where candidates disagree with a centre decision not to support an enquiry about results, or not to appeal against the outcome of an enquiry about results

Examinations Manager

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

General Information

- There will be an administration charge in addition to the examination bodies' post results fees in respect of all post results services.
- Students are responsible for the payment of all post results services fees
- Departments must not offer to pay the fee on behalf of a student for any post results services. There may be exceptional circumstances where permission will be given for this, but the Head of Subject must provide either hardship information or a clear business case to their SLT contact who will then discuss the matter with the Vice Principal, Curriculum and Planning. If approval is given, the student must still give their consent for the application due to the risk that their grade may change.
- Payment for all post results services must be made upfront and alongside the application form. The Examinations Manager reserves the right to refuse any application which does not include the relevant payment.
- In line with exam board policy, Priority remarks must only be requested where a student's college/university/apprenticeship/employment offer is dependent upon the outcome.

Access to scripts (ATS)

- Heads of Subject/teaching staff may request scripts for investigation or for teaching purposes. The written consent of students must always be obtained and this is the responsibility of the department. Records of permissions must be kept by the department until the scripts are no longer in use.
- Priority scripts should only be requested in exceptional circumstances. Teachers will not routinely review scripts and offer a prediction of the potential outcome of any review of results request. Students who wish to see a priority copy of their script for their own purposes are allowed to do so as long as they pay the relevant fee within the deadline.
- The number of annotations present on a script and their usefulness are entirely governed by the relevant exam board's procedures. The centre cannot be held responsible for any dissatisfaction once the script is received.

18 Certificates

- 18.1 Certificates are usually available to student the January after they leave college at the end of their A2 year. They must be collected in person (ID will be required), or authority given for a friend/family member to collect on their behalf.

- 18.2 There are a small number of exceptions to this policy where certificates for qualifications that are completed before a student leaves college.
- 18.3 Certificates will be kept for a period of 12 months, after which they will be securely destroyed in line with exam board/JCQ policy.

19 Dropdowns and Fallbacks – vocational qualifications

Ashton Sixth Form College is committed to supporting students in order for them to leave college at the end of their 2-year course with the relevant qualifications to allow them to proceed to University, employment, an apprenticeship or further training/education.

However, we recognise that sometimes unforeseen circumstances may occur which prevent a student completing their second year of study. In such cases, and for vocational qualifications only (BTEC and NCFE/Cache), it may be possible for a student to be awarded a lower or 'dropdown' qualification. This will be dependent on the availability of such a qualification, whether the student has an outcome in the required number of internal units for the qualification and whether the reason for the request is acceptable.

This policy does not apply to A level qualifications as these are linear in nature and rely on a student taking exams at the end of a two-year course.

This policy does not apply to vocational students on a two-year course who choose to leave college at the end of their first year. In these cases, students will receive formal accreditation for the units that they have successfully completed, known as a 'fallback'. A 'dropdown' qualification will not be awarded except under special circumstances as authorised by a member of SLT

To process a 'dropdown' qualification:

1. The Head of Department is responsible for identifying the relevant lower qualification and filling in a Dropdown application form. This may be prompted by contact from the student's Senior Tutor who may be the first member of staff to be aware that the student is leaving college early.
2. The fully completed form should be submitted to VP, Achievement and Quality for authorisation.
3. Once approved, the form should be passed to the Exams team who make the relevant exam board application and update the exams MIS system (Unite).
4. Any requests for dropdowns should be made as soon as possible. Applications must explain the reasons for the request which may require liaison between subject and pastoral staff.
5. If an MIS amendment form is submitted, it must be made clear under 'Extra info' that a dropdown is being applied for, otherwise action may be taken with the exam board which is time-consuming to reverse.
6. All dropdown requests are subject to approval by the exam board and their decision is final. This is outside the control of Ashton Sixth Form College and is not covered by this procedure.
7. If successfully approved, a grade for the dropdown qualification will be issued as usual in August along with all level 3 qualifications.