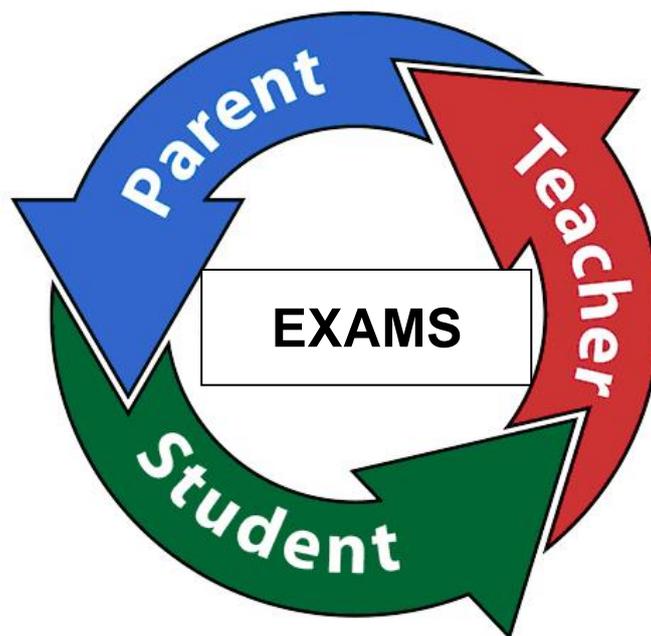




2021-2022

INFORMATION FOR: -



GCE, PROJECT, CAM-TECH, BTEC, GCSE,  
& ENTRY LEVEL EXAMINATIONS

## **Introduction**

Examinations can be a stressful time for staff, students and parents, and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The College will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions and to help, guide and support staff/ students/parents through the examination process. Staff should use this in conjunction with the College Calendar, College Examination Policies and Joint Council for Qualifications (JCQ) regulations.

If you have any other questions, please feel free to make enquiries from the Examinations Office Staff. You can contact the Examinations Office by:

TELEPHONE	01752 812511 ext. 245
E-MAIL	Golding.j@torpoint.cornwall.sch.uk
EXAMINATIONS OFFICER	Mr J. Golding
E-MAIL	morris.v@torpoint.cornwall.sch.uk
EXAMINATIONS MANAGER	Mrs V. Morris
EXAMINATIONS CO-ORDINATOR	Mrs A. Flood
E-MAIL	Flood.A@torpoint.cornwall.sch.uk

**On examination days it is best to contact the College Main Reception on 01752 812511 and leave a message with the nature of your query, since the main priority will be the starting of examination sessions on time.**

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## 1. Who is responsible for the examinations?

The College Examinations Officer is responsible for administering all examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, the Headteacher.

There is a team of external adult invigilators who will be present during the exams at all times and who are trained and supervised by the Examinations Officer.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of examinations, and the College is required to follow them precisely.

## 2. Who is entered for examinations?

It is College policy to enter every student who is being taught a subject, for the most appropriate level of Examination. Only by exception, after consultation with staff, students and parents, and with the consent of the Headteacher, will students not be entered.

At GCE if students have less than 80% attendance they may be required to pay for their entries.

## 3. When are the examination seasons?

**Autumn** (November and December) – Internal Examinations for Year 11 & 13

**November** - GCSE Re-sits for English & Maths External Examinations

**January** - CAM-TECH

**March** - Internal Examinations for Year 11 & Year 13

**May** - Internal Examinations for Year 10

**June** - GCSE, GCE, CAM-TECH, and BTEC External Examinations.

**June** - Internal Examinations for Year 12

## 4. Can students take holidays during term time?



Dates for examinations are rigidly fixed by the Examination Boards. The Examinations Officer will not give actual dates for examinations to parents or students in advance wishing to book holidays. Parents are reminded that they require the Headteacher's permission to take students out of College and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and College policy to take holidays during term time.

## 5. Non-examination assessment deadlines

Some subjects have an element of non-exam assessment coursework included in them which must be completed, marked and assessed; and the marks and work sent to the Examination Boards well before the formal examination session takes place. The College sets deadlines that allow time for this process, and to meet the Examination Board deadlines. These cannot be changed. Students who don't submit coursework on time will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the requirement of the course. Refer to the Non-Exam Assessment Policy, individual subject departments and the Controlled Assessment Calendar (for staff on the T-drive).

Candidates will be notified of their centre assessed marks 4 weeks before the marks are submitted to the awarding body date to allow one week for candidates to request a review of the centre's marking, and one week for the review to take place. The following two weeks allow a period for any internal appeal applications relating to the review and investigation.

## **6. What arrangements are made for examination preparation?**

Examination Preparation is at the discretion of the College. Students are then required to be in College when they have examinations or for timetabled revision sessions.

Year 12 and 13 Examination Preparation - All Examination Preparation is at the discretion of the College and Head of Sixth Form. Students are required to be in College on the day of an examination but may take the working day prior to an examination for study leave if they wish. In exceptional circumstances a longer period of study leave can be given by the Head of Sixth Form.

## **7. What information will students receive about their examination entries?**

When the entries have been entered on the College computer system, students will receive a Statement of Entry (SoE) summary detailing the subjects and tiers for which they have been entered. This should be checked, and you are asked to inform the College if you believe there are any errors or problems. Care must be taken not to use the SoE as a timetable as times are not accurate at this stage.

This document serves three purposes:

- I. to check that all entries have been made and are correct,
- II. to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason,
- III. revision and preparation.

Once the examination boards have received entries, The SoE can be brought by the candidate to each examination as an additional check on papers entered, tiers of entry, candidate number etc. but not written on. Sometimes students will receive updated statements if the entries made for them change.

Examination Assemblies are conducted to share regulations and information about exams/result procedures when examination timetables are issued. Regulations are also shared via SMHW, SIMS Parent App and the College website.

## **8. GCE examinations**

Advanced level exams are known as GCE, they are a two-year course with linear exams which are sat in summer of Year 13. There is an internal exam opportunity in the summer of year 12. AS components are only sat when it is not suitable for a student to sit the full GCE qualification.

## **9. Where will the examinations be held?**



The main locations for written papers are the **Gym** and the **Sixth Form**. Students are asked to be there **10 minutes before** the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their candidate number, which appears on all statement of entry/timetables. The candidate will sit at the desk bearing a photo-card with their candidate number for identification purposes. Internal/external candidates are identified by college staff, private candidates are identified by the exam office staff using passport/driving licence/evidence at the time of entry and checked on the day by the invigilator. This arrangement follows Examination Board rules and the College cannot change it.

## **10. How do I know the date the examinations take place?**



The summer period for examinations is from March 2022 - June 2022 for Internals, and June 2022 – July 2022 for External. All students will receive a College produced examination timetable of all GCE, CAMTECH, GCSE & BTEC examinations once seating has been prepared, which will give them the dates and sessions (a.m. or p.m.) of the papers they are taking. This will also include start times and the location of the examinations. It is helpful if parents make sure a copy of this timetable is available to them at home with their son's/daughter's examinations highlighted. It is recommended that students take a photograph on their mobile phone of their timetable.

There is a National Contingency Day planned for every summer season of exams, and all students must be available to sit an exam on this day if the national contingency is implemented.

## **11. At what times do the exam sessions begin?**



The Examination Boards dictate the permissible start times for examinations. The length of examination papers varies, and every effort is made to ensure that they finish by the end of the College day. Should this not be appropriate arrangements will need to be made for getting home. **Students will not be allowed out of an examination early for any reason.**

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be later – students and parents should be aware of this and make appropriate arrangements for getting home. Timings for some papers may deviate from this pattern and the students will be made aware of this. It is the students' responsibility to be aware of the start time of each examination, but parents should be warned there is a tendency for students to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks his/her examination commitments for each day on the previous evening.

## **12. What happens if a student has more than one examination at the same time?**

If a candidate is timetabled to sit two or more examinations at the same time, this is known as a clash. If these are for the same subject this is intentional on the part of the Examination Board and the examinations are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the Examinations Officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an examination is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material, their lunch and a drink. Even attempting to communicate with any other candidate will invariably result in the loss of all those examinations, for all of the students involved.

## **13. How are students supervised?**

Adult external Invigilators will supervise students under the direct management of the Examinations Officer. Once students enter the examination room, they must remain supervised and follow the invigilators instructions at all times. The Invigilators are experienced in examinations procedures and subject to strict regulation, references and DBS checks. They usually work in teams and can contact the Examinations Office staff by mobile telephone to resolve any issues.

The Examinations Officer calls students in by candidate number or subject group and they should then find the desk with their candidate number card on it. For smaller examinations this is carried out by the Invigilator

In some sessions, papers will be already open or on examination desks, these must not be looked at until students are advised to do so.

## **14. What happens if a student cannot find his/her place in the examination room?**



Occasionally problems arise because a student's exam identification card is not where he/she thinks it should be. There are a few possible reasons for this, and the situation must be investigated. Your son/daughter will be asked to wait for a few moments whilst the Invigilator on duty in that venue checks the entry and sorts the problem out with the Examination Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has his/her Statement of Entry (SoE) with him/her, but these must not be written on.

## 15. What happens if a student is late?



If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the College immediately and get a message to the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the candidate to be admitted. However, we are bound by Examination Board regulations on this matter. Normally students with a genuine reason and who are brought straight to College may be admitted within the first 30 minutes of the start time, but it may not be possible to allow extra time for the minutes missed, after this time the Examination Board will decide whether to accept any paper sat.

Students who arrive more than 1 hour after the start or after the end of the examination will not be admitted, and unless a suitable reason is provided for considerations, a zero mark will be received.

## 16. What should students bring to the examinations?

Students should bring writing equipment, coloured pencils, erasers etc. in a **transparent** plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. All students should have their name clearly marked on their calculators (calculator lids are not allowed in examinations), as these must be collected in for some Mathematics papers, which are non-calculator. Suitable stationary kits in a clear case are available for purchase from the College Main Reception.

Pens must be black ink. No gel pens are to be used.

Some subject papers will require the use of dictionaries or set texts, and students will be advised by their subject teachers about this.

Students are responsible for ensuring that they bring everything they need to the examination.

## 17. What should students not bring with them?

Some items are **strictly banned** from examination rooms and should not be brought into the examination room under any circumstances. The Examination Boards treat mere possession of these items as an infringement.

Mobile phones, MP3/4 players, iPods, Watches and no potential technological/web enabled sources of information. These items can be handed to Reception before the start of an examination, but the College cannot be responsible for the security of these while the examination is in progress.

The use of  **Tippex or correction pens** is not permitted. Students should cross through work they do not wish to be marked.

Notes, papers and textbooks etc. are only allowed in certain examinations and students will be informed by the subject teachers in advance.

Students should not bring lucky mascots etc. into the examination room.

No food items or chewing gum are allowed. However, in exceptional circumstances due to specific health or medical needs, students may need to carry specific food items.

## 18. May students bring a drink?



Students may bring a drink with them into the examination room. However no more than 750ml of still water may be brought and that must be in a clear unlabelled bottle. No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much may cause an issue since students may not be allowed to use toilet facilities during short examinations due to issues of supervision.

## 19. Regulations governing the use of calculators



Some subject papers, especially Mathematics, explicitly prohibit the use of calculators. Students must not have on them or attempt to use any form of calculator for these.

Also, calculators with any of the following facilities are prohibited: data banks, dictionaries, language translators, retrieval of text or formulae, QWERTY keyboards, built-in symbolic algebra manipulations, symbolic differentiation or integration, capability of remote communication with other machines. The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programmes stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programmes during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programme before the examination.

## **20. What are the regulations regarding mobile phones?**



**The regulations state that mobile phones are not to be brought into examination rooms under any circumstances.** This applies to all public and college internal examinations. They cause disturbance to other students if they ring and can present opportunities for malpractice. Any student found to have a phone in the examination room (even if switched off) will be reported to the appropriate Examination Board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

**It is a very serious offence** and our advice is that the phone should not be brought to College. We can take no responsibility for the security of mobile phones brought to College.

## **21. What is meant by malpractice?**



Malpractice is the term that the Examination Boards use for any irregularity, or breach of the regulations of any form. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Examination Boards take the integrity of examinations very seriously and it is important that students heed the Examination Officers instructions carefully.

## **22. What happens if a student does not continue with the examination?**

A student who absents themselves from any examination without presenting a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the College will seek to recover the examination fees if a student does not turn up for an examination or drops the course after the registration deadline. Parents will be asked for a payment of entry & registration fees if this is the case as it is in all our interests to ensure that the College examination budget is not wasted.

## **23. How are examinations started?**

Students are cautioned that they are subject to the regulations. Any instructions or Examination Board notices, changes to papers etc. will be read out and the students asked to complete their details on the answer papers. The Invigilator will announce the examination start formally.

## **24. What standards of behaviour are expected during examinations?**



All students are aware of the regulations, which give general guidelines for conduct, and these must be observed.

The College and the Examination Boards regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

The Head of Centre and Examinations Officer have the power to remove disruptive students, and the College Behaviour Policy will be followed.

Students are asked to wait quietly outside the examination venue, and to enter and leave in silence. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their examinations.

Students who try to communicate with other students inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the examination board. This may result in the candidate not receiving a grade for the whole of that examination.

Under no circumstances should students write graffiti on examination desks, exam identification label or exam papers.

## **25. What should students wear for examinations?**



Examinations are a College activity and students below 6th Form must wear correct College uniform. We ask for the co-operation of parents in ensuring students are correctly dressed as we wish to avoid causing stress to students in the examination room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly may not be permitted to sit exams.

Year 10 and 11 students must wear full College uniform in all examinations. Blazers must be worn into an examination and can be removed if required. Students are asked to refrain from taking blazers on and off repeatedly as this will cause distraction. Coats and baggage must be left outside the examination room.

Sixth Form students; jackets, jumpers or other clothing are not allowed over the backs of the chairs. Coats and baggage must be left outside the examination room. Hats must be removed.

Items of jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disruption to other students, likewise keys around necks.

## **26. What do I do if my son/daughter is unwell at the time of one of the examinations?**



You must have evidence of an illness. If the candidate takes the paper, you should provide a letter, which the College can forward to the Examination Board asking for special consideration on the grounds of illness. If the candidate is unable, through illness, to sit a paper the board may, after examining the evidence and any evidence of performance on other papers, decide to award a grade. Evidence must be forwarded to the Examination Officer without delay, as there is a tight deadline. Please telephone the College if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

## **27. What do students do if they finish early?**

Students should use all the available time on their examinations and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the examination has expired. They must sit in silence at their desk so as not to disturb other students.

## **28. What do I need to do if a student has problems that may affect his/her examination performance?**

Some students are eligible for extra time or other Access Arrangements. These are normally identified by the College and appropriate applications made, supported by an Educational Psychologist's report. The SENCO who is also the Access Arrangement Co-ordinator is empowered to grant extra time, the provision of a Prompter or similar arrangement, but only given the correct evidence and at their sole discretion. The SENCO will plan for providing any other special assistance and inform the students of any special rooming arrangements.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

## **29. How can parent's best help their son/daughter during the examination period?**

Examinations are inevitably a stressful time for some students and support from both College and parents can be helpful. The College will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about

techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation. A good balanced diet with plenty of water will help.

### **30. What happens about the return of College books and equipment at the end of the examination period?**



Students will have been informed by subject departments, of the arrangements for the return of books etc. Please ensure that all textbooks and equipment are returned promptly to College. Students in Year 11 will be required to complete an “End of Year 11 Examination Season” form to ensure all resources are returned and destination information is gained.

### **31. When and how are the results distributed?**

November GCSE re-sit results arrive in College in January, January CAMTEC Examination results arrive in March, Summer GCE/CAMTEC results arrive in College Thursday 18<sup>th</sup> August 2022, and Thursday 28<sup>th</sup> August 2022 for GCSE/BTEC results. Results will normally be available for collection from 10.00 am – 12 noon in the Sixth Form. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone or emailed under any circumstances.

At the time of collection students will be asked to sign giving permission for the college to have access to their exam scripts for teaching/learning purposes and borderline enquiry about results.

GCE and GCSE students not intending to collect in person but wishing their results to be posted, should leave a stamped addressed envelope (also bearing their candidate number), with the Examinations Officer. Result slips not collected or posted on results day will be retained in College for collection at the start of term, again with the necessary authority.

Students must ensure the “End of Year 11 Examination Season” form has been completed before results are issued.

### **32. What can I do if my results are substantially different from what is anticipated?**

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a priority copy of the script and mark scheme before proceeding to an Enquiry About Results (EAR), which is very expensive. If there are serious grounds for concern about a result, then the College can initiate an enquiry with the appropriate Examination Board. Details of the procedures and the fees involved are available from the Examinations Officer and the process should be started as soon as possible after consultation with the Head of Department concerned. Please refer to the post-examination result letter for submission dates. It must be noted that when “reviewing of scripts” is requested the outcome can be that the final mark or grade may increase or decrease.

### **33. How do I go about obtaining copies of marked examination scripts?**

It is currently possible to have access to marked scripts for most GCE and GCSE. You will need to complete the appropriate form from the College and pay a fee for each subject/paper. You should be aware that priority copies of marked scripts prior to an Enquiry About Results must be ordered within one week of the issue of results. You may also need to purchase a copy of the mark scheme.

### **34. How do students apply to re-sit?**



It is possible to re-sit components; requests to re-sit must be made via subject departments and Exam Office, accompanied by the appropriate examination fees. Students should discuss their decision to re-sit with their subject teacher or relevant Head of Department, who will need to sign the form to signify approval. Fees may vary depending on the subject and must be paid before the entry can be made. Refunds are given when increase of their grade is achieved.

### **35. How should fees be paid?**

Where students are requesting a chargeable service, fees should accompany a completed form authorising this. Cheques should be made payable to TORPOINT COMMUNITY COLLEGE or use Parent Pay.

### **36. When do students receive certificates?**



The Examination Boards issue certificates well after the examinations have taken place and are available November/December following achievement. Year 13 Students are required to provide a certificate envelope with their current address before they leave college so that they can be posted by recorded delivery. Year 11 Students will be able to collect in person if at the Sixth Form, but if not will need to provide a certificate envelope with their current address before they leave college so that they can be posted by recorded delivery. A friend or family member may collect them, but only if bearing a letter of request signed by the candidate and some form of identification.

Certificates uncollected after 2 years will be destroyed; they cannot be replaced. A letter of achievement can be obtained by direct application to the boards by the candidate and will require proof of identity such as an original birth certificate and a substantial fee per certificate (£50-£80each) is charged.

### **37. Student regulations**



Students are advised to read the regulations on coursework, controlled assessment, written and on-screen testing, which are posted on the College website, examination notice boards, and available in hard copy from the Examination Office. Students are also briefed during an "Examination Assembly" led by the Examination Officer prior to the examination season, a copy of which is on the website.

### **38. Contingency Plan**

To prepare for possible disruption to exams as part of Torpoint Community College emergency planning for incidents occurring during and outside of college hours and making sure staff are aware of these plans, closure of college, evacuation, or if a student misses an exam due to an emergency – alternative arrangements will be discussed with the awarding bodies as listed in the college exam policy.

There is a National Contingency Day planned for every summer season of exams, and all students must be available to sit an exam on this day if the national contingency is implemented.

### **39. College Routines for Staff**

- a). **PRELIMINARY ENTRIES** - Preliminary entry forms are circulated by examination boards usually at the end of the academic year in preparation for the next academic year's entries. Their purpose is for centres to indicate the likely number of entries; based on this information non-exam assessment advisors and moderators are allocated to centres, record forms and preliminary materials are despatched, and teachers are invited to relevant meetings. The information also assists Examination Boards in determining the number of question papers to be printed, and the number of examiners, stationery booklets and despatch sacks that will be required.
- b). **UNIQUE CANDIDATE IDENTIFIER (UCI)** - Each student is issued with a UCI number before actual entries can be made – this is usually carried out at the beginning of Year 10. The need for UCI arrived with the development of modular schemes where students may hold unit results over a period and may study at more than one centre. It is used by Examination Boards to accumulate the results achieved by a candidate over a period; this enables the subject award to be calculated by totalling the uniform marks for the individual unit results
- c). **REGISTRATION** - Examination entries can only be accepted from approved centres and some require prior registration of students in September at the start of the 2-year course. BTEC registration made in the September can be refunded if withdrawn by the January (4 months later), after this reimbursement is sought from student or department as appropriate. CAMTEC registration has no refund period.

- d). **ACCESS ARRANGEMENTS** - For those students with special requirements – application for these usually takes place at the beginning of the course. All relevant information is managed and collated by Mrs Lear the Access Arrangements Co-ordinator and her file kept within the SENCOs Office ready for JCQ Inspection at any time.
- e). **ENTRY PERIOD** - Accurate entry information is gathered from subject departments on SIMS electronic mark sheets according to the deadlines indicated in the College Calendar (see table).

SERIES	QUALIFICATION	ENTRY REQUIRED
BTEC/CAM-TECH	Registration	September
November EXT	GCSE Resits	October
Autumn INT	Yr. 11 & Yr.13	September
January EXT	CAMTEC	October
March INT	Internal Yr. 11 & Yr. 13	January
Summer INT	Internal Yr. 10 & Yr. 12	January
June EXT	GCE/GCSE/BTEC/Internal	February
June EXT	CAMTECH	January
July EXT	Contingency	TBC



Staff must check all relevant students are listed, and indicate the appropriate entry, completing on SIMS before the date required. Tier of entry is on recommendation of the subject teacher in consultation with the student. The Statement of Entry (SoE) is circulated to students for accuracy checking within a period of one week – any changes must be indicated on the SoE and signed by the CLoL before it is brought to the attention of the Examinations Office staff for amending within the timeline specified. Once this process has been carried out the entries are communicated to the Examination Boards via the Electronic Data Interchange (EDI) A2C method prior to the Examination Board deadline date.

- f). **LATE ENTRY PERIOD** - Any late entries to the entry mark sheet after the deadline must be communicated to the Examination Officer and will incur Examination Board late fees charges to departments; unless the reason for delay is due to student error in which case the student will be charged before that entry can be made (the cost of late entry can be double the original entry fee). Charges are not made for amendments to entries during this period, and refunds are received for any withdrawals.
- g). **VERY LATE ENTRY PERIOD** - Any very late entries, or amendments to the entry mark sheet during the very late fee stage will incur Examination Board very late fees, this is also applicable to any amendments. These charges will be transferred on to the subject departments if appropriate, or for students to pay before that entry can be made (the cost can be treble the original entry fee). Refunds for withdrawals are no longer available during the very late fee stage, and any withdrawals will be charged to the relevant Departments for students who have been entered but have since left the course.
- h). **RE-SIT OPPORTUNITIES** - Entry is on the recommendation of the subject teacher in consultation with student. In the event of disagreement between student and teacher, the student may be required to pay for an entry that they request. Any student who is absent from examinations will be charged entry fees. Those students wishing to attempt a second re-sit must receive permission from the CLoL as this could have a detrimental effect on the other scheduled examinations during the examination season and pay for the entry. A second re-sit will have to be paid for by the student.
- i). **SEATING** - In order to initiate seating, the Examination Officer and Examination Manager will, within the guidance from the Examination Boards, view the skeleton timetable, resolve clashes, alter start times and consider invigilation cover implications. Once this has been carried out a timetable can be circulated to CLoL's and Invigilators.
- j). **INVIGILATION** - Once the main season preliminary timetable has been circulated to Invigilators a meeting is arranged for them to be updated on the preferred format for examinations, and to finalise the rota.
- k). **TIMETABLE & COMMUNICATION** - Students attend an examination assembly where the Examination Officer goes through the timetable and the requirements of the centre, they are asked to read the regulations posted on the College website and examination notice boards. Following this, students receive their timetable, and sign acceptance of them.
- l). **NON-EXAM ASSESMENTS** - Special instructions and standardising meetings are available to ensure accurate support for teachers. Entries trigger moderator labels for the Examinations Office, and record sheets which are available online to CLoL for completion before the required deadline date. If there are small quantities, then all copies are forwarded to the moderator; but if there are large quantities, just the record sheets are sent in the first instance and the moderator will indicate which copies they wish to receive. Authentication of students work, and a centre declaration form will also be completed for all students and subjects by the CLoL.

- m). **SECURITY** - Examination papers will be unboxed on receipt by the Examinations Office staff, checked against the documentation and filed in date order in a double locked cabinet located in a secure office solely used for examinations as per Joint Council for Qualifications (JCQ) Regulations. CLoL will be notified of the arrival of the papers as their last point of checking the correct number for the syllabus has been ordered.
- n). **CONDUCT OF EXAMINATIONS** - Examinations will be carried out by the Examinations Officer, Examinations Manager, 2<sup>nd</sup> pair of eyes checklist on day, and Invigilator as per JCQ document 'Instructions for the Conduct of Examinations' and relevant Examination Board documentation.
- o). **SPECIAL CONSIDERATION** – This is the centre's response on behalf of students who have taken examinations when ill, or who have missed part of the examination because of circumstances beyond their control. These are directed to the Examinations Officer for approval before administration is processed and will need to be substantiated by written confirmation for Examination Boards.
- p). **RESULTS** - Examination Office staff use Preparation Day and Results Day for downloading the results, preparing the result envelopes for collection, preparing department results, and dealing with any unforeseen problems.
- q). **APEALS/ENQUIRIES ABOUT RESULTS** - These could be clerical checks, re-mark or re-moderation of coursework/portfolios. Should staff wish to appeal about their results this must be done within four weeks of results to the Examinations Officer, who will notify the Examination Boards – the cost of this will be met by the departments concerned or the student as appropriate. Should students wish to appeal about their results they must bring this to the attention of their subject teacher who will liaise with the CLoL, and if necessary, commence the appeal procedure. Should the teacher disagree with the student on the grounds of appeal then the student will be expected to pay the appeal fee before administration commences. Students must provide the College with written permission for Enquiries About Results (EAR) to be carried out.
- If the nature of a student's concern is internal to the College, i.e. - quality of coursework grading; the College will follow the guidance issued by JCQ "Arrangements for Internal Appeals" (refer to internal appeal arrangements)
- r). **ACCESS TO SCRIPTS** – Students provide the College with written permission for access to their scripts on results day.
- s). **CERTIFICATION** - Certificates are usually available November/December following achievement, they are initially held in the Examinations Office for a two-year period. Students will be required to sign for their certificates personally or provide written confirmation for a named person to collect on their behalf. Replacement proof of achievement is costly; all students are advised of this via the exam assembly. Certificates are destroyed after a two-year period in line with exam regulations and GDPR.

## **40. Torpoint Community College - Arrangements for Internal Appeals**



TORPOINT COMMUNITY COLLEGE is committed to ensuring that whenever its' staff mark candidates non-exam assessments 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. TORPOINT COMMUNITY COLLEGE is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

1. Appeals should be made as early as possible, and no later than three weeks before the marks are submitted to the awarding body.
2. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.
3. The Head of Centre will appoint a senior member of staff i.e. and Assistant Headteacher or Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
7. If the outcome of that appeal is not acceptable, no later than 2 weeks before the marks are submitted to the Awarding Body, there is an opportunity for further appeal to be made with the Headteacher.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of TORPOINT COMMUNITY COLLEGE and is not covered by this procedure.

## **41. Torpoint Community College – Arrangements for Post Results & Appeals**

If a candidate believes that their result requires a post result service, they are to refer to the post result letter issued with their results, and contact the subject teacher in the first instance, and should this not be acceptable, written appeal can be made to the Exam Office

1. Post Results Services Applications should be made within the deadline date indicated and payment is required in advance, should the overall grade change the exam board will reimburse this fee.
2. Any Stage 1 Appeals following the post result outcome must be made in writing by the candidate to the Examinations Officer.
3. The Head of Centre will appoint a senior member of staff i.e. and Assistant Headteacher or Deputy Headteacher, to conduct the investigation.
4. The purpose of the appeal will be to decide whether it is appropriate to appeal this outcome with the exam board, and who pays the fee for this appeal.
5. The candidate will be informed in writing of the outcome of the stage 1 appeal, including any relevant correspondence with the awarding body. The outcome of the appeal will be made known to the Headteacher
6. Should this outcome require Stage 2 Appeal this will be investigated by the Headteacher and proceed as appropriate – the candidate will be informed of the outcome of that investigation.
7. The outcome of the stage 2 appeal will be communicated to the candidate and the outcome of this stage 2 appeal is final.

Date of last review: December 2021

Reviewed by: Mr John Golding, Examinations Officer