

## EXAMINATIONS POLICY AND PROCEDURES

<b>Prepared by:</b>	<b>C Humphreys</b>		
<b>Policy approved by:</b>	<b>Academic Board</b>	<b>06/05/03 Minute: 226</b>	
		<b>19/10/07 Minute: 347</b>	
	<b>Strategic Management Team</b>	<b>07/05/03 Minute: 768</b>	
		<b>08/10/07 Minute: 1279</b>	
	<b>Operational Management Team</b>	<b>09/05/03 Minute: 23</b>	
	<b>Curriculum and Quality Committee</b>	<b>19/05/03 Minute: 70</b>	
	<b>Corporation Committee</b>	<b>17/03/08 Minute: 655</b>	
<b>Policy Implemented:</b>	<b>2003</b>		
<b>Review date:</b>	<b>2006 / 2007 / September 2008.</b>		

# COLEG MORGANNWG POLICY DOCUMENT

---

## EXAMINATIONS POLICY AND PROCEDURES

### Introduction

This document has been produced to ensure that all staff involved in the administration of examinations comply with College and examination board policies.

The document will also provide a clear policy statement for students undertaking examinations and assessments at the College

This document comprises three sections:

### **Section 1 Examinations Policy**

- 1.1 Internal Assessments
- 1.2 Examination/Assessment Policy
- 1.3 External Examinations
- 1.4 Exam Entry & Registration Procedure
- 1.5 GOLLA On-Line Assessment Procedures
- 1.6 Withdrawal of Students From Examinations
- 1.7 Receipt of Exam Papers
- 1.8 Invigilators

### **Section 2 Examinations Entry & Registrations Procedure**

- 2.1 General
- 2.2 Completion of Exam Entry Form
- 2.3 Examination Fees

### **Section 3 Examinations Results Procedure**

- 3.1 Processing of results
- 3.2 Examination Results
- 3.3 Receipt of A Level/GCSE Results
- 3.4 Other Exam Board Results

# COLEG MORGANNWG POLICY DOCUMENT

---

## SECTION 1

### 1.1 INTERNAL ASSESSMENTS

- 1.1.1 All internal assessments will be carried out according to the policies and procedures laid down by the appropriate examining body and the Joint Council for Qualifications (JCQ).
- 1.1.2 All papers/assignments prepared in connection with formal assessments will be typed and copies will be filed for future reference.
- 1.1.3 In situations where students are not to see the paper/assignment in advance of it being done, all copies of the paper/assignment will be given to the Campus Examinations Officer to keep secure until the appropriate time.
- 1.1.4 The Campus Examinations Officer will be given at least two weeks notice of any planned internally set exams.
- 1.1.5 Students will be provided with written instructions about the exam/assignment. Where necessary, examination invigilators will be informed, of any special consideration or circumstances by Examinations staff.
- 1.1.6 When internal assessments have been completed, the course team will convene an examinations board as soon as possible to finalise the results. Meetings of the examinations board will be minuted.
- 1.1.7 For all vocational courses, each unit will have named assessors and verifiers. If a member of staff is both an assessor and verifier they must not verify work that they have assessed. Assessors and verifiers will be appropriately qualified both in the relevant subject specialism and to TDLB standards.
- 1.1.8 Internal assessments will be planned before the course commences or as soon as possible after the start of a course (refer to Commitments to Students policy). The following information will be available before the first visit of the external verifier for the course:-
- details of approval assessors and internal verifiers or equivalents
  - lists of assessors against units/modules
  - lists of candidates/students against units/modules
  - details of the assessment programme
  - a sample of assignments (which have been internally verified **before** being given to students)
  - a list of assessment methods used.
  - completed Internal Verification forms.
- 1.1.9 Students will be informed of the College assessment appeals procedure.

# COLEG MORGANNWG POLICY DOCUMENT

---

1.1.10 Internal assessment and verification will be carried out according to College procedures.

## 1.2 EXAMINATION/ASSESSMENT POLICY

1.2.1 It is the responsibility of the Curriculum Area Staff in which a student is enrolled to arrange an appropriate course of study for that student (ref to Commitments to Students Policy). This could include courses run by other Curriculum Areas in the College, and self-study courses as well as courses based in the enrolling Curriculum Area.

1.2.2 Where a student wishes to take a course/examination not provided by the enrolling Curriculum Area, but which is being provided elsewhere in the College, the relevant Curriculum Area will provide the course/exam through a servicing arrangement. It must be ensured that enrolment procedures have been followed for this additional course/examination.

1.2.3 Where a student is on a course that is taught, the member of staff teaching that course/subject will approve the examination entry. Curriculum Area Managers (CAMs) may also approve entries for any course that is within their responsibility.

1.2.4 In all cases, the relevant course/subject teacher will ensure that a student entering for an exam is properly prepared and will benefit from doing the exam and/or is likely to succeed. The subject teacher has the right to disagree with a student request to enter for an examination, and must endorse the examination entry form accordingly. (Ref to Commitments to Students Policy).

1.2.5 **Appeals procedure:** Where a student disagrees with the lecturer's decision to not enter him/her for an exam, the student and subject lecturer may discuss the matter with the CAM. The CAM can make the final decision in accordance with the Student Appeals Procedure. The procedure states:

"If the original handling of the complaint is not to the satisfaction of the complainant, they may appeal for a review by the Principal with a further and ultimate course of appeal to the College Corporation Board.

There may be further rights of appeal or complaint external to the college such as DECWL (Department of Education, Culture and Welsh Language) or an Examinations Board. The college operates an open policy in providing these contacts to a complainant."

1.2.6 If it is ultimately agreed that a student cannot gain approval to enter an examination, he/she may pay the requisite fee for entry. If the student subsequently passes the examination (Grade \* to G, GCSE/ Grade A to E, A Level (AS/A2)), the fee will be reimbursed.

# COLEG MORGANNWG POLICY DOCUMENT

---

- 1.2.7 The subject teacher will consider attendance records and the student's record on submission of coursework, assignments, homework and any other set work.
- 1.2.8 Where a student has undertaken a course of self-study, for example, in the Learning Resources Centre, and wishes to sit an appropriate examination, then that student's tutor may sign the examination entry form. In this case it is the responsibility of the tutor to be satisfied that the student is prepared for the examination and will benefit from taking it.
- 1.2.9 CAMs will be asked to account for the exam results of students whose entries have been approved by members of staff attached to that Curriculum Area.
- 1.2.10 Where students are entered for a practical exam that involves special facilities (e.g. computers or other machinery), the CAM responsible for these facilities will be informed, well in advance, of the entries being made to ensure that appropriate planning can take place.
- 1.2.11 The issues of access, quality and the costs of examination entry will be taken into account when deciding on the programme of assessment for a student.
- 1.2.12 For NVQ purposes, individuals will be registered with the awarding body at least ten weeks before certification.

## 1.3 EXTERNAL EXAMINATIONS

- 1.3.1 All full time FE students (EU residents) are given free tuition and entry to all examinations directly associated with their agreed course of study. However, the following points are to be noted:
- ◆ Free entry to examinations will be certified by the appropriate tutor.
  - ◆ Free entry cannot be authorised for two or more levels in the same subject/unit at the same time without the authorisation of the CAM/lecturer, otherwise the student will be liable to pay for the level being entered for that is not being taught/the primary programme of learning.
  - ◆ Examinations will only be arranged after consultation with the Campus Examinations Officer.
  - ◆ To qualify for free entry students will have a satisfactory attendance record for the appropriate unit/module at the time the entry is signed.
  - ◆ Students will be advised that failure to present coursework and/or failure to present themselves for an examination might result in them being invoiced for the examination fee involved, unless a medical certificate is submitted.

# COLEG MORGANNWG POLICY DOCUMENT

---

- 1.3.2 The final dates of acceptance, to the Reception/Campus Services Office, of entry to all external examinations will be clearly posted in a number of locations in the College. Entry to external examinations is the sole responsibility of the individual student, but **course tutors will issue timely reminders**. Late entries will only be accepted where permitted by the examining/validating body, and on payment of a late entry fee.
- 1.3.3 Part time students are entitled to free entry, to external examinations directly associated with their agreed course of study, if they have been exempted from payment of tuition fees, and their personal circumstances have not changed.
- 1.3.4 Part time students who have not been exempted from payment of tuition fees may also be entitled to exemption of payment of examination fees if their personal circumstances have changed from the time of enrolment.

## 1.4 EXAMINATION ENTRIES AND REGISTRATION PROCEDURE

- 1.4.1 The Campus Examinations Officer will be informed, at the beginning of the academic year or, if possible, at the end of the planning cycle from the previous academic year, of all examinations likely to be entered for, and validating body registrations to be made during that year. In other cases, as much notice as possible will be given. Details of subjects and Papers/Options etc will be required - suitable forms will be circulated to CAMs to collect the data. Notices for each examination series, and registration dates, will be posted and circulated to each Curriculum Area giving details of the College closing dates for receipt of completed entry forms. CAMs will ensure that the appropriate teaching staff will be issued with a copy of the notice.
- 1.4.2.1.1 College closing dates for examination entries and registration will be strictly adhered to. Late entries from groups/classes will result in a late fee being charged to the appropriate Curriculum Area budget. CAMs will be informed of these occurrences by the Examinations Registrar before any transfer of funds is authorised.
- 1.4.3 Late entries submitted by individual candidates will require an accompanying late entry fee (exam fees will not be invoiced).
- 1.4.4 Examination/registration fees, where due, will be paid when the entry form is submitted or, if an employer is to pay the fees, an official letter from the employer will be required indicating confirmation that an invoice may be raised for payment of the fees. In cases of students applying for exemption from payment of fees, the relevant section of

# COLEG MORGANNWG POLICY DOCUMENT

---

the entry form must be completed. Exemption from payment does not cover the cost of a late entry.

- 1.4.5 Staff will not complete students' entry forms on their behalf.
- 1.4.6 Staff will not bring students' entry forms to the Reception/Exams/Campus Services Office. It is the responsibility of individual students to submit entry forms to the Reception/Campus Services Office. Students' entry forms will not be accepted from members of staff.
- 1.4.7 CAMs will be aware of all examinations being offered and arranged and registrations being made within their Curriculum Area.

## **1.5 GOLLA ON-LINE ASSESSMENT PROCEDURES**

- 1.5.1 Lecturers, in conjunction with CAMs, will decide upon suitable dates whereby students will be entered for On-line assessments using the GOLLA system.
- 1.5.2 Notification will be made to the examinations office by completion of the relevant City & Guilds examinations entry forms, available for collection from either Campus Services Office/Reception or the Examinations Office.
- 1.5.3 Examination forms will be submitted to the relevant Campus Services Office/Reception at least ten working days before the anticipated On-line testing is expected to take place.
- 1.5.4 Examination entry forms, once checked by the relevant Campus Services Office/Reception, are passed to the Campus Exams Officer, where the entries will be done, on-line, via the City & Guilds Walled Garden.
- 1.5.5 Within two working days (usually) the candidate's registration numbers will be available on the Walled Garden, and a printout will be taken by exams staff and forwarded to the relevant lecturer.
- 1.5.6 The Campus Examinations Officer will schedule the test on the GOLLA system.
- 1.5.7 The lecturer will access the GOLLA system and oversee input of the student registration details. Once completed the test will be downloaded.
- 1.5.8 Thirty minutes before the scheduled start of the On-line assessment, the lecturer will unlock the test. Once complete, the lecturer will take a printout of the results and up-load them through GOLLA.

# COLEG MORGANNWG POLICY DOCUMENT

---

## 1.6 WITHDRAWAL OF STUDENTS FROM EXAMINATIONS

- 1.6.1 Students' entries will be withdrawn, where relevant, before the exam board withdrawal deadline in order to achieve maximum refund of entry fees.
- 1.6.2 Students' entries will be withdrawn if their attendance is poor, and it is felt that they will not obtain a pass grade (students who have not attended for four consecutive weeks, and who have not provided acceptable auditable evidence for such non-attendance, need to be withdrawn from the course and any subsequent exams).
- 1.6.3 Additionally, a letter will be sent, by the lecturer, to the student informing him/her that a withdrawal has been effected and giving the relevant reasons for the withdrawal. This will allow any potential redress by the student to be considered prior to the actual date of the exam.

## 1.7 RECEIPT OF EXAMINATION PAPERS

- 1.7.1 Immediately upon receipt of examination papers, either from external or internal sources, the accompanying paperwork will be checked to ensure that the correct amount of papers have been received for the numbers entered, and that the correct paper topics have been received.
- 1.7.2 Once the check has been carried out and confirmed to be correct, the papers will be placed in relevant subject folders, the papers being separated to date/time, and held securely in the examinations cupboard.
- 1.7.3 Invigilators will collect papers from the Campus Examinations Officer. Arrangements for rooms and invigilators will be made by the relevant Curriculum Area for subject examinations particular to them. The Campus Examinations Officer will provide a scheduled timetable of exams for use by Curriculum Areas to assist with this process.
- 1.7.4 On completion of the examination, the Invigilator will gather all question papers and scripts, as per the Invigilation Handbook instructions, and return them to the Campus Examinations Officer.
- 1.7.5 Examination Board regulations will be complied with in respect of despatch of scripts etc by the Campus Examinations Officer.

## 1.8 INVIGILATORS

- 1.8.1 CAMs will provide appropriate staff to cover invigilation requirements during the examinations cycle.
- 1.8.2 Campus Examinations Officers will produce and e-mail to all users at that campus, a timetable outlining dates, numbers and timings of

# COLEG MORGANNWG POLICY DOCUMENT

---

exams scheduled for the coming sessions. CAMs will notify their Campus Exams Officer of rooms and invigilators.

- 1.8.3 A (very small) 'bank' of external invigilators is currently held and, where internal members of staff cannot be found for invigilator duties, this 'bank' may be used. The external invigilator 'bank' will be used as a last resort.
- 1.8.4 Invigilators will carry out their duties in accordance with both the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations and also the local College Invigilation Handbook. Both these publications are available from the Campus Examinations Officer. The latter is also available on the College Intranet.
- 1.8.5 Training sessions for Invigilators will be conducted at each participating Campus prior to the main examination periods. Staff are encouraged to attend these sessions.

## SECTION 2

### 2.1 GENERAL

- 2.1.1 Examination entry forms (Board/subject specific) will be available from either: the Campus Exams Officer, Campus Services Office or Reception, depending on Campus location. The subject teacher will ensure that **all** relevant details have been entered onto the form – forms will not be accepted if they have been incorrectly completed.

### 2.2 COMPLETION OF EXAMINATION ENTRY FORM

- 2.2.1 **All** sections of the examination entry form will be completed in order that examinations staff may enter the individual for the correct examination. This will be done for two reasons; firstly to ensure that the student is enrolled on the relevant course for that examination, and secondly to confirm that relevant fees have been paid (where appropriate) prior to submission to the relevant examination board.
- 2.2.2 Examinations staff will only process the information that is entered on the form. For modular AS/A2 subjects, individuals will ensure that every module being submitted is correctly entered and, if certification is required at that particular stage, the relevant aggregation code will be entered. Failure to enter the relevant code will result in the examination board not issuing a final grade at the results stage. A request for an aggregated award **after** the published results date will initiate a late payment demand from the examination board for those results. This payment will be liable to be paid from the relevant Curriculum Area budget.
- 2.2.3 For subjects other than AS/A Level/GCSE, the actual title and reference number of the **module/award** being claimed will be required.

# COLEG MORGANNWG POLICY DOCUMENT

---

It will not be enough to put the title of the course, and the staff of the examinations section will not be able to process it.

- 2.2.4 Lecturers will ensure that they sign the entry form, for each module entered, in the spaces provided in the right-hand column of the ENTRY DETAILS section of the form, and that the student signs the entry form in the space provided (above the “Fees and Method of Payment” section). Forms that are un-signed will not be processed by the staff of the examinations section. This may result in a late entry submission being made, the cost of which will be borne by the individual or the relevant Curriculum Area.
- 2.2.5 Irrespective of status, the bottom section (Fees and Method of Payment) will be completed prior to submission to reception. If a student is deemed to be entitled to a free entry, the relevant sections (shaded and non-shaded) will be completed, and the shaded section signed and dated (where applicable).
- 2.2.6 Finally, all examination entry forms will be processed through Reception/Campus Services Office (or appropriate outreach centre) to show the date submitted. Forms will not be processed by the examinations section unless the form bears a certified submission date (either by till verification or hand-written receipt and date details) and receipt number. This process is designed to provide both proof of submission by the student in the event of a query, and as auditable evidence for internal and external auditors.

## 2.3 EXAMINATION FEES

- 2.3.1 Charges relating to examination entries and registration fees will vary between courses of study. Where possible, students will be made aware of these charges prior to enrolment.
- 2.3.2 Students who are entitled to exemption of payment of tuition fees for enrolment will also be entitled to free examination entry, **provided** that their personal circumstances have not changed since enrolment.
- 2.3.3 Students who have not been exempted from payment of tuition fees may also be entitled to exemption of payment of examination fees if their personal circumstances have changed from the time of enrolment.
- 2.3.4 Examination re-sit fees will not to be paid by the College. The College will not fund “practice” examinations, and students will be advised by the tutor that they need to notify the tutor or the Examinations staff of their intention to withdraw from exams before the Board-set examination withdrawal closing date.
- 2.3.5 If a student withdraws from an examination (after the withdrawal date), or fails to sit the examination, for other than genuinely verifiable reasons such as illness, the student will be expected to pay for re-entry.

# COLEG MORGANNWG POLICY DOCUMENT

---

They will also be required to pay a deposit before entering future examinations.

- 2.3.6 Students who fail to sit (for other than genuinely verifiable reasons) will be invoiced by the College for the cost of their examination entry or entries.
- 2.3.7 Staff will retain the right to refuse to sign any examination entry if they believe that the student does not stand a realistic chance of passing the exam. Students will be guided by the lecturer's professional judgement in these matters. However, if the student insists on entering himself/herself then the existing College rules will apply. Students may enter and sit examinations against lecturer's advice, if they pay for themselves. Their fees will be refunded if they are successful in those examinations.

## SECTION 3

### 3.1 PROCESSING OF RESULTS

- 3.1.1 All exam results, be they linear, modular or partial, will be entered onto the Exams component of the MIS system upon receipt from the exam board. Once entered, a printout will be produced, and the entries will be checked by a third party for accuracy.
- 3.1.2 Once results are entered, it will be possible to obtain various reports, relevant to information requirements, from the following sources:
- ◆ MIS
  - ◆ Web Student Tracking
  - ◆ Campus Examinations Office

### 3.2 EXAMINATION RESULTS

- 3.2.1 Examination results will be collated for the following purposes:
- ◆ Presentation to DECWL for attainment funding purposes and quality assurance
  - ◆ Presentation to the Corporate Board, SMT and Academic Board
  - ◆ Use by internal College management

# COLEG MORGANNWG POLICY DOCUMENT

3.2.2 When A Level/GCSE examination results are received, they will be presented in spreadsheet format shown below:

GCSE RESULTS 1997/98						
A-G = PASS						
SUBJECT	NUMBER	NUMBER	%AGE	NUMBER	%	BOARD
	SAT	PASSED	PASSEI	A-C	A-C	
Art	5	5	100	5	100	WJEC
English	25	25	100	21	84	WJEC
English Literature	15	14	93.3	11	73.3	WJEC
German	6	6	100	5	83.3	WJEC
History	5	5	100	4	80	SEG
Information Technology	4	4	100	4	100	WJEC
Italian	2	2	100	2	100	LONDON
Mathematics	34	29	85.3	20	58.8	SEG
Psychology	2	2	100	1	50	MEG
Sociology	7	7	100	6	85.7	WJEC
Welsh 2nd Lang	17	17	100	14	82.4	WJEC
<b>TOTAL SAT</b>	<b>122</b>	<b>116</b>	<b>95.08</b>	<b>93</b>	<b>76.23</b>	
	SAT	PASSED	%	A-C	%	
<b>WJEC</b>	<b>79</b>	<b>78</b>	<b>98.7</b>	<b>66</b>	<b>83.5</b>	

3.2.3 In addition, photocopies of the Examination Board Result Sheets will be made and passed to the relevant subject lecturer(s).

## 3.3 RECEIPT OF A LEVEL/GCSE RESULTS

### 3.3.1 Summer Examinations

3.3.1.1 Results will normally be received on the Thursday of the second and third weeks of August respectively and will be collected from the Sorting Office (0700 am).

3.3.1.2 The following staff will be required to process the results :  
Campus Examinations staff

3.3.1.3 The results slips will be divided into two piles (one for the student, the other for archive) and the students' copy placed into prepared envelopes which show both candidate number and name. Additionally, the broadsheet results will be ready for distribution to Reception, Campus Services Office personnel (for telephone results requests) and Lecturers. The Campus Exams Officer will summarise the results as shown in the examples above, and will provide copies for SMT and other interested parties located in relevant areas for Results Day, and will arrange for copies to be despatched to the Board of Governors.

3.3.1.4 Results will be entered onto the exams module of the MIS system on the day of receipt.

# COLEG MORGANNWG POLICY DOCUMENT

---

## 3.3.2 Winter Examinations (Including Re-sits)

3.3.2.1 When the results are received (normally through the post), the result slips will be passed to Reception/Campus Services Office, along with a copy of the results spreadsheet.

3.3.2.2 Results received will be entered onto the exams module of the MIS system on the day of receipt.

3.3.2.3 These results will be added to the following summer's results for attainment purposes.

## 3.4 OTHER EXAM BOARD RESULTS

3.4.1 Examination Results, other than those above, arrive at various times throughout the year, and will be entered onto the Examinations section of the MIS System on the day of receipt. *This will include both partial and modular results.*