



# **IFIELD SCHOOL**

## **Exams Policy**

**Reviewed Date:** November 2024

**Review Date:** November 2025

# IFIELD SCHOOL

## Exams Policy

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## **The Policy's Purpose**

The purpose of this Exam Policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates.
- To identify the key processes and responsibilities which help the Exams Officer to work effectively with colleagues in school and with the relevant awarding bodies.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

The Exams Policy will be reviewed every year. It will be reviewed by the Exams Officer, Head of Centre and Governing Body.

## **Exam Responsibilities**

The Head of Centre:

- is accountable to the awarding bodies for ensuring that the centre is compliant with the published Joint Council for Qualification (JCQ) regulations and awarding body requirements in order to ensure the security and integrity of the examinations.
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - *Suspected Malpractice: Policies and Procedures*. For awarding bodies not following JCQ regulations, a separate Malpractice Policy is in place and should be followed in this instance.
- advises on appeals and re-marks.

The Exams Officer:

- manages the administration of all exams and assessments in school.
- accounts for income and expenditures relating to all exam costs.
- maintains systems and processes to support the timely entry of candidates for their exams.
- line manages the training needs of the Exam Assistants.
- line manages the training and monitoring of a team of exam invigilators.
- administers access arrangements and makes applications for special consideration.
- identifies and manages exam timetable clashes.
- advises the Leadership Team, Subject and Class Teachers and other relevant support staff on exam timetables and application procedures as set by the various awarding bodies.
- communicates regularly with staff concerning imminent deadlines.
- ensures that candidates and their parents are informed and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ and awarding body guidelines.
- receives, checks and stores securely all exam papers and completed scripts/assessments.
- submits candidates' coursework/assessment marks, tracks despatch and stores returned coursework/assessments and any other material required by the awarding bodies.
- arranges for distribution of exam results and certificates to candidates.
- consults with the Leadership Team in relation to any appeals/re-mark requests.

The Exams Officer Assistants:

- support the Exams Officer with the administration of all exams and assessments in school.
- support the Exams Officer in managing the training and monitoring of a team of exam invigilators.

- support the Exams Officer in sending communication home to candidates regarding exams and timetables.
- receive, check and store securely all exam papers and completed scripts/assessments.
- ensure the exam room is organised correctly and with all resources before the start of the exam.
- distribute certificates to candidates.

#### Teachers:

- notify Exams Officer of any access arrangements requirements as soon as possible after the start of the course.
- ensure accurate completion of exam entry information and all other exam forms.
- submit candidates' names to the Exams Officer for entries and registrations.
- adhere to deadlines as set by the awarding bodies. The Exams Officer's timescales will always be prior to these deadlines.
- accurately complete all assessment forms and declaration sheets.
- liaise with the Exams Officer regarding decisions relating to post results procedures.

#### Invigilators:

- assist the Exams Officer in the efficient running of the exams according to JCQ and awarding body regulations.
- ensure the security before, during and after the exams.
- ensure the exam room is organised correctly and with all resources before the start of the exam.
- collect all exam papers in the correct order at the end of the exam and return them to the Exams Officer or Assistant for secure storage.

#### Candidates and their parents/carers:

- understanding coursework and examination regulations. This includes following all the JCQ and other awarding body information/warning to candidate notices.
- Sign a declaration that authenticates any coursework as their own.

#### **Qualifications Offered**

- The qualifications offered at this centre are decided by the Head of Centre in liaison with the Leadership Team.
- The qualifications currently offered are Functional Skills in English, Mathematics and Digital Skills, Entry Level Certificate in Physical Education, the Arts Award and a range of ASDAN qualifications.
- Informing the Exams Officer of changes to a syllabus is the responsibility of the subject leader.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Centre in consultation with the relevant subject leader.
- *See Appendix 5 for the Fair Assessment Statement.*

#### **Exam Times**

- Functional Skills assessments are scheduled to take place during the spring and summer terms.
- Other assessments are internal assessments completed in classrooms, therefore these happen throughout the year and complete in the summer term.

#### **Exam Timetable**

- The Exams Officer and Exam Officer Assistants work with relevant staff to produce the exam timetables as required.

### **Exam Entries**

- Entry deadlines are circulated to relevant staff by the Exams Officer via email.
- Exam entries are decided by Subject Leaders after liaising with their relevant Assistant Headteacher for Secondary or Sixth Form.
- The centre does not act as an exam centre for other organisations.
- Late entries are authorised by the Head of Centre.
- Re-sit decisions are made by the relevant staff after liaising with the relevant Assistant Headteacher for Secondary or Sixth Form.

### **Exam Fees**

- Departments will not be charged for changes of tier, withdrawals or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Exam entry fees are paid by the centre.
- Late entry or amendment fees are also paid by the centre.
- Fee reimbursements may be sought from candidates who decide not to sit an exam that they are entered for without medical evidence or evidence of other mitigating circumstances.

### **Equality Legislation**

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates, in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Head of Centre, Subject Leaders and the Exams Officer.

### **Access Arrangements**

- Staff will inform the Exams Officer of candidates that require any access arrangements during the course and in any assessment or exam, as soon as possible after the course begins.
- A candidate's access arrangement requirement is determined by the Subject Leader.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Exams Officer and the Head of Centre.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer or Exams Officer Assistants.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer or Exams Officer Assistants.

### **Private Candidates**

- The centre does not accept private candidates for examination entries.

### **Managing Invigilators**

- Internal staff at the school invigilate all examinations.
- The Exams Officer and Exams Officer Assistants will liaise with the Assistant Headteachers for Secondary and Sixth Form regarding the recruitment of invigilators from the support staff team.
- Invigilators are timetabled and briefed by the Exams Officer and Exams Officer Assistants.
- A training session is held for any new invigilators and an update meeting for the existing invigilation team, so they are aware of any changes.
- The Exams Officer prepares an invigilator handbook each year, which is updated to include all

new and relevant information.

### **Malpractice**

- The Head of Centre is responsible for investigating suspected malpractice at the centre. The *Suspected Malpractice: Policies and Procedures* document will be followed for awarding bodies that follow the JCQ regulations. For all other awarding bodies, a separate Malpractice Policy is in place and will be followed in this instance.

### **Exam Days**

- The Exams Officer or Exams Officer Assistants will book all exam rooms and ensure the question papers, exam stationery and materials are available for the invigilator leading the exam.
- The Exams Officer or Exams Officer Assistants are responsible for organising the allocated rooms.
- The invigilator will start all exams in accordance with the JCQ or awarding body guidelines.
- In practical exams, Subject Leaders may be on hand in case of any technical difficulties, where allowed. For Digital Skills examinations, the IT team will support in case of any difficulty.
- Exam papers must not be read by Subject Leaders or removed from the exam room.
- After the exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to the awarding body where necessary. For internally assessed exams, these will be securely locked away in the exams storage safe.

### **Candidates**

- The Exams Officer or Exams Officer Assistants will provide written information to candidates and their parents/carers in advance of the exam. This will include the JCQ information to candidates as well as a letter stating the exam times and dates where applicable.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- The identity of all candidates sitting examinations is confirmed by the internal staff who invigilate all examinations.
- In the exam room, candidates must not have access to items other than those clearly allowed, as detailed in the instructions on the question paper, the stationery list or the specification for that subject. This is particularly true of mobile phones, watches and other technological web enabled sources of information. These items must not be taken into the exam room.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the invigilator.
- Candidates who leave an exam room early must be accompanied by an appropriate member of staff at all times.
- The Exams Officer or Exams Officer Assistants are responsible for handling late or absent candidates on the exam day.

### **Special Consideration**

- Should a candidate become unwell before an exam, suffer a bereavement or other trauma, then it is the candidate's parent/carer's responsibility to alert the centre or the Exams Officer prior to the exam taking place.
- If a candidate becomes unwell during the exam itself or is disadvantaged or disturbed during an exam, then the invigilator will inform the Exams Officer or Exams Officer Assistant.
- The Exams Officer will complete a special consideration form for the relevant awarding body within seven days of the exam, if this is for a booked exam. For internal assessments, this will be re-arranged as required.

- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.
- *For further information and appeals regarding this please see appendix 4.*

### **Internal Assessments**

- It is the duty of the Subject Leaders to ensure that all internal assessments [Controlled assessments and Non-Exam Assessments (NEAs)] are ready for despatch at the correct time.
- The Exams Officer will inform all Subject Leaders of upcoming deadlines regularly by email.
- The Exams Officer will keep a record of each despatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are to be provided to the Exams Officer by the Subject Leaders prior to the required deadline.
- *See Appendix 1 for further information on the Management of Non-Examination Assessments*

### **Internal Appeals Procedure**

- *The process for managing appeals against internal assessments is detailed in Appendix 2.*

### **Results**

- Results will be ready for candidates to collect on results day in August. Those not collected are posted to the candidate's home address. Parents/carers are notified of this date in April each year.

### **Enquiries About Results (EARs)**

- After the release of results, centre staff or a candidate's parent/carer may request an EAR, if this is applicable for the qualification.
- *Further information on this can be found in Appendix 3.*

### **Access To Scripts (ATS)**

- Centre staff may request scripts for investigation or for teaching purposes, if applicable for the qualification. For the latter, the consent of the candidate must be obtained.
- Processing of requests for ATS will be the responsibility of the Exams Officer in liaison with the Head of Centre.
- An EAR cannot be applied for once an original script has been returned.

### **Certificates**

- Exam certificates are issued on receipt by the school.
- If the candidate is still on roll at the centre, they are sent home via school. If not, the address of the student is confirmed before these are posted to their home address. The parent/carer will be informed that if certificates are lost or go missing, it is not the school's responsibility.
- A replacement certificate will not be issued by an awarding body. A Statement of Results may be issued if a candidate agrees to pay the costs incurred. The candidate is responsible for arranging this themselves through the awarding body's website.

**Other policies to be read in conjunction with this policy:**

- Exams - Contingency Policy
- Exams - Internal Moderation Policy
- Exams - Malpractice Policy
- Exams - Word Processor Policy
- Exams - Complaints Policy
- Exams - Conflicts of Interest Policy
- Exams - Whistleblowing Policy

**Single Equalities Scheme Impact Assessment (Equalities Act 2010)**

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

*Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.*

Signed by Headteacher: .....

Signed by Chair of Governors: .....



## **Appendix 1**

### **Management of Non-Examination Assessments (NEA's)**

This document identifies the key processes and responsibilities which help the Exams Officer to work effectively with colleagues in school and with the relevant awarding bodies.

The aims of this document are indicated below:

- to ensure that students are given the support they need to maximise the opportunity to achieve.
- to ensure that Non-Examination Assessments (NEAs) are well organised, so that they run smoothly without any difficulties.
- to ensure that departments are given sufficient support to manage the process of the assessments.

#### **Outlining staff responsibilities – Functional Skills, ASDAN and Entry Level Certificate Physical Education**

##### **Head of Centre and Assistant Headteachers**

- Accountable for the safe and secure conduct of NEAs.
- To ensure that assessments comply with JCQ guidelines and subject-specific instructions from awarding bodies.
- At the start of the academic year, begin coordinating with Subject Leaders to:
  - schedule NEAs. It is advisable that these assessments be spread throughout the academic years of Key Stage 4.
  - create, publish and update an Internal Appeals Procedure.

##### **Assistant Headteachers**

- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to NEAs.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.

##### **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication 'Instructions for Conducting Non-Examination Assessments' if applicable, or the relevant awarding body guidance.
- Understand and comply with the awarding body specification for conducting NEAs, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supervise assessments at the specified level of control. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.

## Appendix 1 to Exams Policy

- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the Exams Officer to the awarding body when required, keeping a record of the marks awarded.

### **Exams Officer**

- Ensure access arrangements have been applied for accordingly.
- Enter students whether assessed by NEAs, external exams or on-screen tests, before the deadline for final entries.
- Where confidential materials are directly received by the Exams Officer, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Collect and send marks to the awarding bodies before the deadline.
- On the few occasions where NEAs cannot be conducted in the classroom, arrange suitable accommodation where they can be carried out.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

## Appendix 2

### Internal Appeals Procedure

Ifield School is committed to ensuring that whenever staff mark students' work, this is completed fairly, consistently and in accordance with the awarding body's specification for the qualification concerned. Students' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained. Ifield School will ensure that work produced by students is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking students' work, internal moderation and standardisation will ensure consistency of marking.

If a student or their parent/carer believes that this may not have happened in relation to their work, then they may make use of the appeals procedure outlined below. **N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.**

1. Appeals should be made by the end of April at the latest, in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals **must** be made in writing by the candidate's parent/carer to the Exams Officer.
3. The Head of Centre will appoint a senior member of staff, e.g. an Assistant 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 the examinations code of practice of the Qualifications and Curriculum Authority (QCA).
5. The candidate's parent/carer will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the assessment of their work.
6. The outcome of the appeal will be made known to the Head of Centre. 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.

*After students' 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 changes in marks given by the subject teacher. This process is outside the control of Ifield School and is not covered by this procedure.*



## Internal Appeals Procedure – Written Record

Name of Student: ..... Date Request for Appeal made: .....

Qualification: ..... Teacher: .....

Mark/Grade: .....

Reasons given for Appeal:

Assessor Response:

Notes of discussion:

Outcome of Appeal:

## Appendix 3

### Enquiries about Results (EARs)

- EARs may be requested by centre staff, the candidate or their parent/carer, following the release of the results – *if applicable for the qualification*. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- The cost of EARs will be paid by Ifield School if the school requests the enquiry or if a candidate's request is agreed by the Head of Centre.
- The candidate and their parent/carer must be informed that the EARs can result in marks/grades being raised, lowered or remaining the same. Written consent is therefore essential before an EAR is made.
- All decisions on whether to make an application for an EAR will be made by the Head of Centre.
- If a candidate or their parent/carer wishes to request an EAR, then they should first approach the Class Teacher and carefully consider the advice given.
  - If the Head of Centre agrees to the EAR going ahead, the school will pay the cost of the EAR.
  - If the Head of Centre does not agree to the EAR going ahead, then the candidate's parent/carer must meet the full cost of the EAR.
  - In both cases, written consent will be required before proceeding with the EAR.
  - If the candidate or their parent/carer is unwilling to pay for the EAR, then they need to follow the appeals process for EARs. This process is only adopted when all other means of reaching an agreement have been attempted.
- All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.
- Once the Exams Officer receives feedback from the awarding body, the outcome of the result will be made available to the candidate and their parent/carer.

## **Enquiries about Results – Appeals**

Procedure to be followed where a candidate or parent/carer disagrees with Ifield School's decision not to support an Enquiry about Results (EAR) and the candidate (and their parent/carer) refuse to pay the EAR fee.

- The candidate or parent/carer must make the appeal in writing to the Head of Centre. Appeals should normally be made by **1<sup>st</sup> September** for examinations that took place in the summer term during the previous academic year. Awarding bodies have their own deadlines for the receipt of EAR requests.
- The enquiry will usually be led by the Head of Centre together with a member of the Leadership Team (who was not involved in previous decisions) and the Exams Officer.
- The candidate and their parent/carer will be informed of the outcome of the appeal in writing.
- If it is decided that the EAR will go ahead, then the school will pay and the EAR will be processed in the usual way by the Exams Officer. Written consent will be required from the candidate or their parent/carer.

## Appendix 4

### Appeals regarding Centre Decisions relating to Access Arrangements and Special Consideration

This procedure confirms Ifield School's compliance with *JCQ's General Regulations for Approved Centres* that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration.

Ifield School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the *JCQ publications Access Arrangements and Reasonable Adjustments* and *A guide to the Special Consideration Process*
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced.

#### Access Arrangements and Reasonable Adjustments

In accordance with the regulations, Ifield School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process and will submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments.

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements and/or adjustments that are not approved
- failing to consider implementing access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements and/or adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to candidates' access arrangements and reasonable adjustments.

Parents/carers will be contacted by letter should the school believe that their child requires a formal access arrangement to be processed. A privacy notice will need to be completed and signed by them before anything can be actioned by the school.

#### Special Consideration

Where Ifield School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the situation has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their usual level of attainment during an assessment.

In cases of special consideration, the Exams Officer will discuss this with the Head of Centre initially. In some circumstances this will be initiated by the Parent/Carer, for example in the case of a close family bereavement.

### **Centre Decisions relating to Access Arrangements, Reasonable Adjustments and Special Consideration**

Candidates or their parents/carers have the right to appeal Ifield School's decision not to make or apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria, or there is no evidence or insufficient evidence to support the implementation of an access arrangement, reasonable adjustment or the application of special consideration.

Where Ifield School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted.
- Initially, the candidate or parent/carer needs to send in a written letter for the attention of the Exams Officer.

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The candidate or parent/carer will be informed of the outcome *within 10 working days of the initial letter being received*. If the appeal is upheld, Ifield School will proceed to implement the necessary arrangements/submit the necessary application.

### **Appeals regarding Centre Decisions relating to other Administrative Matters**

Circumstances may arise that cause Ifield School to make decisions on administrative difficulties that may affect a candidate's examinations/assessments.

Where Ifield School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- Initially, the candidate or parent/carer needs to send in a written letter for the attention of the Exams Officer.

To determine the outcome of the appeal, the Head of Centre will investigate the decision-making process and the candidate or parent/carer will be informed of the outcome *within 10 working days of the initial letter being received*.



## Appendix 5

### **Ifield School** **Access to Fair Assessment Statement**

#### **Statement of Assessment**

- Ifield School aims to provide a variety of qualifications which provide all students with the opportunity to achieve their best by the most appropriate and direct route.
- Ifield School will endeavour to ensure that the assessment processes are implemented in a way which is fair and non- discriminatory.

#### **What Students can Expect from Ifield School:**

- Ifield School aims to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will follow the requirements of the awarding body.

#### **Students can also Expect:**

- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the onset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course, with feedback provided on the quality of the work.

#### **Cheating and Plagiarism**

A fair assessment of student's work can only be made if that work is entirely the student's own. Therefore, students can expect an awarding body to be informed if:

- they are found guilty of copying, giving or sharing information or answers, unless part of a joint project.
- they use an unauthorised aid during a test or examination.
- they copy another student's answers during a test or examination.
- they talk during a test or examination.

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant awarding body.