



Suffolk
New
College

Student Guide to Examinations

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Related Policies & Procedures:	Internal Appeals Procedure Implementation of Examinations Externally Set Examinations JCQ - Instructions for conducting examinations



Equality Impact Assessment Tool

Name of Policy: Student Guide to Examinations

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	Yes	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	Yes	Favourable access arrangements such as additional time and readers or scribes to support those with disabilities included in Policy.
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	Yes	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

SUFFOLK NEW COLLEGE

Student Guide to Examinations

1. Examination Entries

Tutors and the Student Data Team are responsible for entering students for examinations. It is your responsibility to ensure that all personal information is up to date and that you carefully check examination entry statements.

When amendments to entry or personal details are needed, this must be made by direct contact with the Student Data Team before the date of any exam.

1.1 GCE, Applied GCE and GCSE students

If you are studying these qualifications you will be asked to bring in your previous results slips or certificates so that we can collect evidence of your studies and record your Unique Candidate Number (UCI).

This number transfers with you to College to ensure that your previous results are added to any examinations which you take in College.

2. Access Arrangements

2.1 Access arrangements

You may consider applying for access arrangements if you have been receiving help in the classroom because you have learning support needs, a disability or a medical condition.

Access arrangements need to be applied for and approved before the examinations periods start.

You may apply for access arrangements if you have:

- a permanent or long term disability or learning difficulty;
- a temporary disability, illness or indisposition;
- English is a second or additional language.

A previous statement of special educational need does not necessarily mean that you qualify for access arrangements.

A range of access arrangements can be granted. The common ones are as follows:

- up to 25% additional time to complete examinations;
- supervised rest breaks;

- modified papers – enlarged print, Braille, vision aids, coloured paper or overlays for students with a visual impairment, modified language, and signers for students with a hearing impairment;
- reader or reading aloud or Reader Pen
- scribe;
- bi-lingual translation dictionaries;
- prompter;
- separate accommodation;
- use of laptop/pc for responses;
- Language Modifier;
- Transcript.

It is important that you receive the same support in class so that you are used to working in the same manner.

2.2 Making an application for access arrangements

Applications for access arrangements must be made to the Examination Boards, and there are strict deadlines and criteria for evidence that must be followed.

You must therefore make your requirements known to your tutor at the start of your course or within the first 6 weeks.

2.3 Evidence required for access arrangements

All evidence must be dated within two years of the relevant examination series. For the majority of Year 11 students this evidence expires at the end of their GCSEs so you will need to make another application when you start at Suffolk New College.

If you have learning difficulties you need to be assessed by an appropriately qualified specialist – Student Support can help.

If you have medical or physical disabilities you will need to have a letter or statement from an appropriately qualified General Practitioner or hospital consultant. This letter must also be dated within two years and 2 months of the examination series, even if you are permanently affected by your disability.

You may use a bilingual dictionary if English is not your first language, provided that the use of a dictionary is not prohibited, e.g. in English Language and Modern Foreign Language examinations. If you have evidence that you have been in the country for less than two years you may also apply for extra time.

2.4 Responsibilities of students / parents / guardians

You need to inform the College if you have had access support in another school or College. Give any current evidence to your tutor or Student Support within the first week of your course.

If you need a new assessment, talk to your Student Support who will arrange an appropriate time/time for the assessment/screening to take place.

Ensure that your tutor knows what arrangements are being put in place so that you get classroom support.

Complete and sign an exam concession form with the Specific Needs Advisor requesting special examination arrangements so that the Student Data Team can action your request. This form gives the College permission to act on your behalf and to issue confidential information to a third party.

If you need coloured paper or screen backgrounds, you need to ask your Student Support to refer you to the Specific Needs Advisor who will help you chose the appropriate colour and will then inform the Student Data Team.

3 Special Considerations

If something happens to you around the immediate time of your examination, such as having an accident, breaking a bone or having a personal crisis, you need to inform the Student Data Team as soon as possible.

You will need to bring written evidence with you such as a doctor's note which needs to be handed to the Student Support Team within one week of the exam or as soon as is possible. They will then give a copy to the Student Data Team who will request the Awarding Body to make some allowance. You need to attend the examination and attempt the paper; otherwise you will need to resit the examination.

4 Examination Timetables

Statements of entry will be issued to you when we receive them from Awarding Bodies. It is your responsibility to check these and inform the Student Data Team of any discrepancies or omissions on them.

The Student Data Team will make timetables available for GCSE's and BTEC's as soon as they are received from the Examination Boards. Exams will be posted outside each exam room. For all other exams you will be informed by your tutor.

The Student Data Team will endeavour to identify any examination clashes for you and Student Data Team will inform you of any alternative arrangements. However, if you are aware of any clashes, particularly if

you are taking examinations at another school or College, it is your responsibility to inform the Student Data Team.

5 Expectations During Examinations

You need to be aware that the College expects you to maintain excellent standards of behaviour at all times. This applies to both written and on-line examinations.

The Student Data Team and Invigilators who look after the examination rooms are obliged to report any malpractice to the Awarding Body.

Guidelines will be issued at the start of the examination series. It is your responsibility to make yourself aware of these guidelines.

Any malpractice, such as talking in an examination room; copying another student's work; disruptive behaviour; writing obscene comments in an examination answer sheet; using a mobile phone or using any form of electronic equipment, will be reported to the Awarding Body. There are a range of penalties for such offences, ranging from verbal and written warnings to disqualification from a complete set of examinations.

You need to check the examinations timetable 24 hours in advance to make sure you know the time of the examination and location of the examination room.

You need to arrive at the examination room 15 minutes before the start. It is your responsibility to make sure that you have all the equipment, this includes pens, pencils, rulers and if allowed calculators, that you need for the exam and to bring nothing else into the examination room.

You will be asked to remove any hoodies, baseball caps or hats as requested by the Invigilator, failure to do so may prevent you from sitting the exam.

If you are wearing religious headwear that prevents your identity from being established then you will be requested to show your identity to a member of staff who is of the same sex in a private room. Once identification has been established, you will be able to replace the clothing and proceed as normal to sit the exam.

Do not take any electronic equipment such as mobile phones, MP3 players, i-pods or electronic watches into the examination room. **If you do, you will be disqualified.**

If you need to bring a phone into College you must ensure it is turned off, and placed in to the provided envelope and the Invigilator will keep the phone until the end of the exam.

6 Failure to attend an exam

Examination charges consist of any fees paid to an external Awarding Body on behalf of a student.

The College reserve the right to charge for exams in the below situations:

- If you do not turn for an exam without prior agreement or a good cause.
- If you are retaking an exam with the aim of achieving a marginal improvement in grades (GCSE)

Please ensure you inform your Tutor / Student Data Team if you are unable to attend an exam and the reason why.

7 Results

Individual results slips will be sent out by 1st class post on the day of receipt by the College unless otherwise notified. Results for GCSE, BTEC Level 2 Diploma and GCE examinations, issued in August, maybe collected in person from the College (identification required) on the date published between 09.30 and 13.00 hours. Results not collected by 13.00 hours will be sent to the student's permanent address, as held on the College system, by 1st class post. Results will be available to students via EBS ontrack from 9.00 on results day and full instructions how to access these will be emailed prior to results day.

You will be given information about the dates and times for the collection/ notification of results.

Certificates are sent by 2nd Class post, to your permanent address. It is your responsibility to notify any change in your personal information to the Student Data Team or Student Support in writing. It will be your responsibility to arrange for replacement certificates if the certificate goes missing in the post.

If the Post Office returns your certificates to the College they will be retained for a year by the College. After a year you will need to apply to the appropriate Examination Board for confirmation of Award or a replacement certificate. You will have to pay for this yourself.

8 Resit Examinations

If you receive GCSE and GCE results it is your responsibility to inform your Tutor immediately if you wish to resit any examination. This must be done in writing and countersigned by the subject tutor. You must write your exam concessions on the form to alert the Student Data Team to

your concessions.

Resits will be taken at the first available session.

The College will not normally allow more than one resit of an examination or assessment unless there are exceptional circumstances when a further attempt may be agreed by the College's Associate Principal.

The College reserve the right to charge for exams and re-sits where:

- The student does not turn up for an exam for which the College has paid, without prior agreement or a good cause;
- The student is retaking an exam having failed more than once
- The student is retaking an exam with the aim of achieving a marginal improvement in grades (GCSE)

You need to be aware that all attempts at an examination will show on your final results and will be sent to universities via UCAS. Therefore you will need to make a decision as to whether it will be in your best interest to resit any units and how many times you make an attempt at a unit.

Students who want to reject the grade(s) achieved on a nationally accredited qualification must make a request to decline a grade(s) through their centre. These requests need to be made to Pearson BTEC before the expiry of five weeks after the certification issue date. You'll need to return all certification documentation to Suffolk New College, along with a covering letter explaining why the grade(s) should be declined. Suffolk New College process all requests that we receive within four weeks of the certification issue date free of charge. If you make a request after that, we can only accept it while the student registration and programme approval are still valid, and there will be a charge for a duplicate certificate fee.

9 Appeals

All appeals must be made in accordance with the College Internal Appeals Procedure.

10 External Candidates

Suffolk New College does not accept external candidates.