

Examinations Policy

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Date approved: 17 May 2019
 Approved by: SMT
 Responsible Manager (s): Head of Student Administration and Achievements
 Executive Lead: Chief Operating Officer

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	17 May 2019
• AMT	Yes	March 2019
• CCMT	Yes	March 2019
• Students	Yes	April 2019

** please delete as appropriate*

Policy review frequency, every 3 years
(Please delete as appropriate)

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1. Scope and purpose of policy

1.1. This policy applies to all staff involved in the planning, organisation and management of examinations to ensure they are conducted efficiently, in a timely manner and in the best interest of students whilst maintaining security of all examination resources and compliance with awarding body or organisation regulations.

1.2. The policy encompasses all summative examinations conducted by Blackpool and The Fylde College (B&FC) in controlled conditions; to include awarding bodies, University Partners, Professional Bodies and distance learning provisions.

2. Policy Statement

2.1. B&FC is committed to ensuring that every student is given equal opportunities whilst undertaking summative examinations as part of their course or programme of learning.

2.2. To ensure and maintain the integrity and security of examinations B&FC adheres to the Joint Council for Qualifications (JCQ) Regulations for conducting and managing examinations. This policy is part of a wider exams practice to ensure robustness in managing exams procedures and processes across the whole of B&FC.

2.3. Depending on the course of study, B&FC's policy and procedure for appeals and malpractice is contained within;

- B&FC's HE Taught Award Regulations for Higher Education courses
- JCQ regulations and/ or relevant awarding body regulations for all other courses

3. Accountability

3.1. The Head of Student Administration and the Achievements is accountable for ensuring that the policy is kept up to date, and to oversee and manage the administration and organisation of examinations.

3.2. Students are required to adhere to JCQ, awarding body and B&FC's policies and procedures when undertaking examinations with B&FC.

4. Student Involvement

4.1. Students through the Student Union representative were consulted in the construction of this policy.

5. Linked policies

- Blackpool and The Fylde College HE Award Taught Regulations (Part A)
- B&FC Suspected Malpractice and Maladministration Policy and Procedure
- FE Internal Verification Policy and Procedure
- B&FC FE Appeals Against Assessment Decisions Policy
- JCQ Instructions for Conducting Examinations (ICE)

- JCQ General Regulations for Approved Centres

6. Linked procedures

- B&FC HE Exams Procedure
- B&FC FE and Commercial Exams Procedure
- B&FC Functional Skills Assessment Procedure
- B&FC Controlled Assessments Procedure
- B&FC B1 - Personal Mitigating Circumstances Procedure
- B&FC B6 - Assessment and Feedback Procedure
- B&FC B3 - Academic Malpractice Procedure
- B&FC B9 - Academic Appeals Procedure
- JCQ Conditions for Storing Confidential Exam Material
- JCQ Awarding Body Appeals Process
- JCQ Information for Candidates Publications:
 - Controlled Assessments
 - Coursework
 - On-Screen Tests
 - Privacy Notice
 - Social Media
 - Written Examinations

7. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Examinations Policy</p> <p>Author and Date: Head of Student Administration & Achievements, March 2019</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: May 2019</p> <p>What is the review date? May 2022</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>Positive impact for students with learning difficulties and disabilities, through Access Arrangements</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p> <p>How will this impact be monitored for all these considerations?</p>	
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>

