

The purpose of this exams policy is:

to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.

to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

< receive, checks

confirmation and signing of entries.

understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

ensuring they conduct themselves in all exams according to the JCQ regulations.

The qualifications offered at TACC are decided by the Leadership Team and Programme Managers

The qualifications/subjects offered in any academic year may be found on the college website. If there is to be a change of specification for the next year, the exam office must be informed before the start of the new academic year.

Informing the exam office of changes to a specification is the responsibility of the Programme Managers.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Programme Manager and course tutor.

Candidates cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Programme Managers / Course Tutors via email.

Programme Managers / Course Tutors will provide entry information to the exam officers to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Programme Managers.

GCSE and Functional Skills re-sits are allowed for TACC learners.

Re-sit decisions will be made by Programme Managers in consultation with Course Tutors.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The exam officers will publish the deadline for actions well in advance for each exam series.

GCSE entry exam fees are included in the course fees.

Functional skills entry exam fees are included in the course fees.

Late entry or amendment fees are paid by the college.

Re-sit fees are paid by the candidate (unless the awarding body allows free re-sits). Candidates would also be required to pay an admin fee.

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The college 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 all staff involved in the exams process.

Programme Managers will liaise with Course Tutors of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the Programme Manager in liaison with the course tutor.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Programme Manager and Exam Officers

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exam Officers.

Rooming for access arrangement candidates will be arranged by the Exam Officers.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exam Officers in liaison with the Programme Manager.

Contingency planning for exams administration is the responsibility of all staff involved in the exams process.

Contingency plans are available via Teams and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Programme Managers / Course Tutors are responsible for submitting estimated grades to the exam officers when requested by the exam officers.

Invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the Exams Team Leader in liaison with Leadership Team



The exam officers are responsible for handling late or absent candidates on exam day.

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the college to that effect.

The candidate must support any special consideration claim with appropriate evidence. The exam officers will inform the candidate of the Awarding Body's timescale.

The exam officers will make a special consideration application to the relevant awarding body within the required number of days of the exam.

It is the duty of Programme Managers / Course Tutors to ensure that all internal assessment is ready for dispatch at the correct time. The exam officers will assist by keeping a record of each dispatch, including the recipient details and the date and time sent. The non-examination assessment policy can be accessed via Teams.

Marks for all internally assessed work are provided to the exam team by the Programme Managers / Course Tutors.

The exam officers will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the college's Exam Appeals Policy available via Teams.

Candidates will receive individual results slips on GCSE results day, in person at the college.

EARs may be requested by college staff or the candidate following the release of results. 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.

EARs requested by the candidate will be paid for by the candidate.

EARs requested by the centre will be paid for by the centre.

All decisions on whether to make an application for an EAR will be made by the Programme Managers.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the college will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exam Officers following the JCQ guidance.

Candidates will receive their certificates in person at the centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for one year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be requested by the candidate directly from the awarding body. This will carry a cost for the candidate.