

EXAMINATIONS POLICY AND PROCEDURES

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Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The college shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

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 learners 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 GOLA On-Line Assessment Procedures
- 1.6 Withdrawal of Learners 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
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Section 4 Internal Appeals Procedure

- 4.1 Internal Procedures for External Exams
- 4.2 Policy on External Assessments for External Qualifications

(Enquiries about Results – EARs)

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 learners 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 Learners 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 Learners 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 equivalent
 - lists of assessors against units/modules
 - lists of candidates/learners against units/modules
 - details of the assessment programme
 - a sample of assignments (which have been internally verified **before** being given to learners)
 - a list of assessment methods used.
 - completed Internal Verification forms.
- 1.1.9 Learners will be informed of the College assessment appeals procedure.

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 learner is enrolled to arrange an appropriate course of study for that learner (ref to Commitments to Learners 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 learner 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 learner is on a course that is taught, the member of staff teaching that course/subject will approve the examination entry. Curriculum Directors (CDs) 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 learner 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 learner request to enter for an examination, and must endorse the examination entry form accordingly. (Ref to Commitments to Learners Policy).

1.2.5 **Appeals procedure:** Where a learner disagrees with the lecturer's decision to not enter him/her for an exam, the learner and subject lecturer may discuss the matter with the Curriculum Director. The Curriculum Director can make the final decision in accordance with the Learner 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 DfES (Department for Education & Skills) 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 learner cannot gain approval to enter an examination, he/she may pay the requisite fee for entry. If the learner subsequently passes the examination (Grade * to G, GCSE/ Grade A to E, A Level (AS/A2)), the fee will be reimbursed.

- 1.2.7 The subject teacher will consider attendance records and the learner's record on submission of coursework, assignments, homework and any other set work.
- 1.2.8 Where a learner has undertaken a course of self-study, for example, in the Learning Resources Centre, and wishes to sit an appropriate examination, then that learner's tutor may sign the examination entry form. In this case it is the responsibility of the tutor to be satisfied that the learner is prepared for the examination and will benefit from taking it.
- 1.2.9 Curriculum Directors will be asked to account for the exam results of learners whose entries have been approved by members of staff attached to that Curriculum Area.
- 1.2.10 Where learners are entered for a practical exam that involves special facilities (e.g. computers or other machinery), the Curriculum Director 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 learner.
- 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 learners (EU residents) are given free tuition and entry to all examinations directly associated with their agreed course of study (except re-sits, where payment must be made). 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 Curriculum Director /lecturer, otherwise the learner 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 Examinations Registrar or the Campus Examinations Officer.
 - ◆ To qualify for free entry, learners will have a satisfactory attendance and progress record for the appropriate unit/module at the time the entry is signed.
 - ◆ Learners 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.

- 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 learner, 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 learners 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. Re-sits of particular exams will, however, be charged at the time of entry irrespective of status.
- 1.3.4 Part time learners who have not been exempted from payment of tuition fees will be required to pay all examination and registration fees at the time of enrolment. This payment will not, however, cover any subsequent re-sit exams and payment will be required to be made at the time of submission of exam entry forms for re-sits.

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 Curriculum Directors 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. Curriculum Directors 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. Curriculum Directors 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.

- 1.4.4 Examination/registration fees will be paid at the point of enrolment, along with enrolment fees or, in the case of re-sits later in the year, 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 OR the learner may complete a college pro-forma to confirm that the employer will pay the exam fee AND if for some reason the employer does not pay the fee the learner will accept liability for the payment. In cases of learners applying for exemption from payment of fees, the relevant section of 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 learners' entry forms on their behalf.
- 1.4.6 Pre-printed examination/registration forms will be produced by the exams officer on request from the tutor, upon which the candidate is required to indicate which paper is being entered for in the case of an exam entry, and the form must be signed by both the learner and lecturer before being returned to the exams office.
- 1.4.7 Staff will not bring learners' entry forms to the Reception/Exams/Campus Services Office. It is the responsibility of individual learners to submit entry forms to the Reception/Campus Services Office. Learners' entry forms will not be accepted from members of staff.
- 1.4.8 Curriculum Directors will be aware of all examinations being offered and arranged and registrations being made within their Curriculum Area.

1.5 GOLA ON-LINE ASSESSMENT PROCEDURES

- 1.5.1 Lecturers, in conjunction with Curriculum Directors, will decide upon suitable dates whereby learners will be entered for On-line assessments using the GOLA 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 learner 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.

1.6 WITHDRAWAL OF LEARNERS FROM EXAMINATIONS

- 1.6.1 Learners' entries will be withdrawn, where relevant, before the exam board withdrawal deadline in order to achieve maximum refund of entry fees.
- 1.6.2 Learners' entries will be withdrawn if their attendance is poor, and it is felt that they will not obtain a pass grade (learners 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 learner 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 learner 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 amounts 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 Curriculum Directors 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 exams scheduled for the coming sessions. Curriculum Directors will notify their Campus Exams Officer of rooms and invigilators.
- 1.8.3 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.
- 1.8.4 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.
- 2.1.2 In many cases pre-printed examination entry forms will be available.

2.2 COMPLETION OF EXAMINATION ENTRY FORM

- 2.2.1 **All** sections of the pre-printed examination entry form will be completed in order that examinations staff may enter the individual for the correct examination/module/paper. This will be done for two reasons; firstly to ensure that the learner 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. If there is no pre-printed form for the learner, this may indicate he/she is not enrolled on that particular subject.

- 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. 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 learner 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 learner 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 learner 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; learners will be made aware of these charges prior to enrolment.

- 2.3.2 Learners 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. Re-sits of particular exams will, however, be charged at the time of entry irrespective of status.
- 1.3.2 Part time learners who have not been exempted from payment of tuition fees will be required to pay all examination and registration fees at the time of enrolment. This payment will not, however, cover any subsequent re-sit exams and payment will be required to be made at the time of submission of exam entry forms for re-sits.
- 2.3.3 Examination re-sit fees will not to be paid by the College. The College will not fund “practice” examinations, and learners 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.
- 2.3.4 If a learner withdraws from an examination (after the withdrawal date), or fails to sit the examination, for other than genuinely verifiable reasons such as illness, the learner will be expected to pay for re-entry. They will also be required to pay a deposit before entering future examinations.
- 2.3.5 Learners 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.
- 2.3.6 Staff will retain the right to refuse to sign any examination entry if they believe that the learner does not stand a realistic chance of passing the exam. Learners will be guided by the lecturer’s professional judgement in these matters. However, if the learner insists on entering himself/herself then the existing College rules will apply. Learners 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 Learner Tracking
- ◆ Campus Examinations Office

3.2 EXAMINATION RESULTS

3.2.1 Examination results will be collated for the following purposes:

- ◆ Presentation to DfES for attainment funding purposes and quality assurance
- ◆ Presentation to the Corporate Board, SMT and Curriculum & Quality Panel
- ◆ Use by internal College management

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	PASSED	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
TOTAL SAT	122	116	95.08	93	76.23	
	SAT	PASSED	%	A-C	%	
WJEC	79	78	98.7	66	83.5	

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 learner, the other for archive) and the learners' 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.

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.*

4.0 **APPEALS POLICY**

The Coleg Morgannwg Policy on Appeals is in two parts:

1. **Policy on Internal Assessments for External Qualifications**
2. **Policy on External Assessments for External Qualifications (Enquiries about Results)**

4.1 **Internal Appeals Policy for External Qualifications**

Coleg Morgannwg is committed to ensuring that:

- 4.1.1 Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- 4.1.2 Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- 4.1.3 The consistency of internal assessment will be maintained by internal moderation and standardisation.
- 4.1.4 All learner work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

4.1.5 Note to learners

- 4.1.5.1 If a learner has any concerns about the procedures used in assessing their internally assessed work for public exams ie controlled assessment/coursework/portfolios, s/he should discuss the matter with the Curriculum Director immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the learner concerned.
- 4.1.5.2 The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:
- “The work you submit for assessment must be your own”
 - “You must not copy from someone else or allow another candidate to copy from you”
 - “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”
- 4.1.5.3 Teachers have the right to reject a learner’s work on the grounds of malpractice if any of the above regulations are broken.
- 4.1.5.4 The learner, parent or guardian of a learner has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

4.1.6 Written Appeals Procedure

- 4.1.6.1 The learner, parent or guardian of a learner wishing to appeal against the procedures used in internal assessment should write to the Examinations Registrar as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior

to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [eg by the end of June for the summer series].

4.1.6.2 On receipt of a written appeal, an inquiry into the internal assessment will be conducted by the Examinations Registrar, a member of the Senior Management Team and a Curriculum Director not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

4.1.6.3 The outcome of the appeal will be reported in writing to the learner, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

4.1.6.4 A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

4.2 Policy on External Assessments for External Qualifications (Enquiries about Results – EARs)

4.2.1 Any learner who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

4.2.1.1 Contact the Examinations Registrar **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Registrar will advise on the options available to query the mark/grade and the costs involved.

4.2.1.2 Learners should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Learners must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Registrar.

4.2.1.3 The subject teacher will review the learner's marks/grades and discuss with the Curriculum Director to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the learner's predicted grades.

4.2.2 If the Curriculum Director agrees to support the EAR:

4.2.2.1 The request, together with the learners consent form, should be made to the Examinations Registrar **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

- 4.3 If the Curriculum Area does not agree to support the EAR:
- 4.3.1 A learner may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Registrar, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the learner, parent or guardian. The appeal information will be reviewed by the Examinations Registrar and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
 - 4.3.2 If the College does not support the EAR the learner may still proceed with the EAR but all costs involved will be paid by the learner at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Registrar **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the learner.
 - 4.4 Outcomes following EARs will be forwarded by the Examinations Registrar to the learner as soon as they have been received from the Awarding Bodies.

5. Review and Monitoring of the Policy

- 5.1 The Policy will be reviewed every three years but monitored annually.