



Exams Policy

Contents

1.	Introduction	3
2.	Background.....	3
3.	Where are we now?	3
4.	The strategy and policy	3
5.	Supporting procedures.....	3
6.	Benefits to students and employers	4
7.	Turning strategy into reality.....	4
8.	Impact assessment.....	4
9.	Risk assessment.....	4
10.	Communication process for staff and stakeholders.....	4
11.	Recommendations.....	5
12.	Document details	5

1. Introduction

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 service with clear guidelines for all relevant staff.

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

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

2. Background

The Examinations Officers Association recommends the format and content of a college exams policy, which is reflected in this policy document and the associated Exams Framework.

3. Where are we now?

A number of existing policies, have been brought together to form this overarching college exam policy.

4. The strategy and policy

The College will follow the roles and responsibilities and procedures as outlined in the Exams Framework. The key areas of the Exams Framework are as follows:

- Roles and Responsibilities
- Qualifications Offered
- Exam Timetables
- Entries, Entry Details and Late Entries
- Re-sits
- Exam Fees
- Exam Days including late and absent candidates
- Candidates Conduct and Behaviour
- Malpractice/Maladministration
- Access Arrangements, Reasonable Adjustments and Special Consideration
- Results
- Certificates

5. Supporting procedures

The Exams Policy is supported by the College's Exams Framework, which can be found on the college portal.

6. Benefits to students and employers

A clear and comprehensive Exams Policy, Exams Framework and associated operational procedures help ensure a good student experience and a consistent approach to examinations across the College.

7. Turning strategy into reality

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

The Exams Framework outlines key areas of exam activity and responsibilities for all those involved.

Detailed operational procedures are maintained by the Exams Team.

Reliance is also placed on other college policies, namely:

- Kirklees College Controlled Assessment Policy
- Kirklees College Internal Assessment/Appeals Policy
- Exam Disability Policy
- Exam Word Processor Policy
- Exam Contingency Plan

Communication is vital to the smooth operation of the exams service and includes:

- KC Share College portal (staff), ProPortal (Students), text message service and external exam website
- Communications Bulletins
- Email to curriculum and support areas
- Updates at curriculum team meetings

8. Impact assessment

Implementation of the policy will ensure smooth operation of the college's exam services and a consistent approach to examinations across the college.

9. Risk assessment

Failure to implement the policy will increase the risk of a poor student experience, potentially impact college success rates and result in loss of awarding body approval.

10. Communication process for staff and stakeholders

The policy will be reviewed and agreed by Academic Board and the College Fees Group on an annual basis. The policy will be available via KC Share college portal.

11. Recommendations

It is recommended that:

- The policy is approved by the Academic Board and the College Fees Group
- The policy is monitored by the Academic Board and reviewed on an annual basis.

12. Document details

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APPROVED BY:

REVIEW DATE: