

## QUALITY & STANDARDS DIRECTORATE

### EXAMINATIONS

#### Guidelines

These Guidelines are to ensure that the planning and administration of examinations is such that every student is offered the maximum opportunity to achieve success.

All students must be enrolled on the appropriate course prior to registration/exam entry. This is verified by the use of class lists issued to tutors to request registration.

The Collegiate works with approximately fifty Awarding Bodies, each with its own procedures and policies, which we adhere strictly to. For this reason there cannot be a generic procedure for exam entry registration. Staff should meet with the Exam team to discuss the procedure for their particular course.

In order to work to the Collegiate quality standards we have set the following objectives:

- a) We will enter/register students within Awarding Body set timescales.
- b) We will provide the best possible accommodation for students taking examinations.
- c) We will organise the exam timetable and inform tutors and students direct.
- d) We will support invigilators to provide a conclusive exam environment.
- e) We will issue results to students and liaise with Awarding Bodies with regard to Post Results enquiries.
- f) We will be accessible to students to help with all exam issues.
- g) We will co-ordinate special arrangements/special consideration requests.

#### On-Line Developments

The College is aware of the increased use of electronic methods for exam procedures. We will ensure that we keep abreast of these changes as they are introduced and

implement them whenever practical. This includes on-line registrations and on-line testing.

### **Summary**

Personal skills are vital in the examination process. The Exam team communicates all relevant information to the staff and to students. It is intentional that the Exam staff are easily accessible to students and seen as approachable and willing to advise.

We are committed to the continued development of the necessary knowledge and understanding of the UK qualification system, the major methods by which qualifications are assessed and to the role of the examinations officers play in maintaining the integrity of and public confidence in the exam system.