SOUTH ESSEX COLLEGES GROUP

Examinations and Assessments Policy

2026/2027



EXECUTIVE SUMMARY

It is a requirement that from Joint Council of Qualification (JCQ) and awarding organisations/examination boards that South Essex Colleges Group has a policy for the Examinations and Assessment of all programmes within the group. This is a joint policy produce by the Examinations department and the Executive Quality department which is reviewed on a yearly basis to ensure it meets all the requirement of JCQ and the awarding organisations.

The scope of this policy includes

1. Qualification and examination administration including the requirements of registering and certificating students
2. Learner malpractice
3. Centre malpractice
4. Appeals
5. Conflict of Interest

Equality Impact Assessment

The aim of an equality impact assessment (EIA) is to consider the equality implications of any new or amended policy, procedure, practice, project, function on different groups of staff, students and visitors to the college. This EIA tool provides a simple framework that helps evaluate whether the change may inadvertently disadvantage protected characteristics and identify ways to proactively advance and promote equality.

You will need to consider each of the equations and provide information as to consideration and any changes made in relation to Equality, diversity and inclusion.

Date EIA completed.	10-09-26
Name of person responsible for completing the EIA	Yasmin Bowker-King
Role of person responsible for completing the EIA	Senior Exams Manager
Who is affected by the policy / decision / change	Students and Staff
What's the reason for the new policy / change in policy, practice, process etc.	This is a yearly review and update required by JCQ and awarding organisations

You will need to consider whether its possible that the proposed new policy / change in policy /procedure/practice etc could discriminate or unfairly discriminate or disadvantage people. You should consider:

Who gets to participate	Who does not, or who now does not due to the changes proposed / made.
Who is at an advantage	Who is at a disadvantage, and again has this changed?
Who will benefit	Who will not benefit (or who did and now doesn't due to the changes proposed in policy
Who can access the policy	Who cannot, or now cannot.

Protected Characteristic	What degree of impact does the change have (score 1-5 with 1 the lowest and 5 the highest)	What is a potential positive, neutral or negative impact? Include what you have considered. Are there any barriers?	What action will be taken to address any negative impact or remove any potential barriers identified? Note if we are not able to resolve anything identified.	Date by when and whom will this action be taken.
Age	1	None Identified		
Disability	2	Some students may need support in understanding the policy. This will be provided by the student support teams in the College.	Students with an identified disability can seek support from a Carer/Parent or Guardian and the College in raising an appeal. Support will also be provided by the College teams. Students must meet the College set deadlines for reasonable adjustment as these are set by awarding organisations.	As and when required
Gender (Sex)	1	None Identified		
Gender Reassignment	1	None Identified		
Marriage or Civil Partnership	1	None Identified		
Pregnancy / Maternity	1	None Identified		
Race	1	None Identified		
Religion or Religious Belief	1	None Identified		
Sexual Orientation	1	None Identified		
Any other element that needs to be considered.	1	None Identified		

Note:

1. The terms stated under protected characteristics are the terminology used in the Equality Act 2010.
2. As part of the policy approval process Executive Board will consider the EIA assessment and any potential barriers which we may not be able to overcome and whether the action proposed will mitigate sufficiently within legislation or whether we decide to not implement the new policy if the risk are significant. If the policy is approved the EIA is also approved

SIGNIFICANT CHANGES FOLLOWING REVIEW 25-26

PAGE NUMBER OR HEADING NAME	DETAILS OF SIGNIFICANT CHANGE	CHANGES MADE BY
6.Qualification registrations/entries	Additional detail added regarding registration processes	Yasmin Bowker-King
7.5 Payment of registrations/exam fees/resits	November resit detail updated	Yasmin Bowker-King
12.2 Statement of entry	Additional detail of statement of entry letters	Yasmin Bowker-King
15. Invigilation	Additional detail for specific awarding organisation requirements	Yasmin Bowker-King
17.2 Prior to examination	Added detail of college supplied exam equipment	Yasmin Bowker-King
24.8 Unauthorised material	added detail of the use of Smart Glasses and Wearable Technology in Examinations and Controlled Assessments	Matthew Twitchett

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Part A – Introduction

1. Purpose

1.2 The Exams Policy and Procedures document details South Essex Colleges Group practices and procedures relating to the administration of accredited qualifications.

1.3 It is a statutory requirement that the College has in place an Exams Policy.

1.4 It should be noted that failure by a member of staff to abide by the Exams Policy and Procedures or the centre agreements which the College has with awarding organisations could be regarded as gross misconduct and could lead to sanctions being applied by external organisations and internal disciplinary action.

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

1.6 This policy is reviewed annually by the Examinations and Assessments manager to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding organisation) regulations, instructions and guidance.

1.7 The Head of Centre is the individual who is accountable to the awarding organisations for ensuring that the centre is always compliant with the published JCQ regulations and awarding organisation requirements to ensure the security and integrity of the examinations/assessments.

2. Aims

The document aims to:

- To ensure the planning and management of examinations are conducted efficiently and in the best interests of candidates.
- To set out examples of centre and learner malpractice and detail the procedures if such circumstances arise.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

3. Sources

The following sources have been used in the compilation of this document:

- Joint Council for Qualifications General and Vocational Qualifications – General Regulations for Approved Centres. Available at: https://www.jcq.org.uk/exams-office/general-regulations

- Joint Council for Qualifications General and Vocational Qualifications - Instructions for conducting examinations. Available at: https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

- Joint Council for Qualifications Adjustments for candidates with disabilitiesand learning difficulties - Access arrangements and reasonable adjustments. Available at: Regulations and Guidance - JCQ Joint Council for Qualifications

- Joint Council for Qualifications General and Vocational Qualifications - Suspected malpractice in examinations and assessments. Available at: Malpractice - JCQ Joint Council for Qualifications

4. Monitoring

The Procedures will be monitored by South Essex Colleges Group as follows:

Procedure	Monitoring Mechanism	When	Whom
Examinations	Any irregularities or problems relating to exam entries, the conduct of exams and results will be discussed with Heads of Schools	**Upon occurrence**	**Senior Exams Manager**
Malpractice	Details of each case sent to the appropriate Head of School	**On Investigation**	**Senior Exams Manager/Executive Director - Quality, Teaching and Learning**

Appeals	Details of each case sent to the appropriate Head of School	**On Investigation**	**Executive Director - Quality, Teaching and Learning**

Part B Qualification and examination administration

5. Records of students

5.1 The College will ensure that appropriate and reliable steps are taken to verify the identity of students before registration, assessment or exam entry takes place.

5.2 College will have arrangements in place to obtain on behalf of its students aUnique Learner Number and a learner record (unless the learner chooses notto have one).

6. Qualification registrations/entries

6.1 For all accredited courses, students will be registered with the relevant awarding organisation and entered for all appropriate examinations and will be advised of this during the guidance process.

6.2 The Curriculum Leader/Head of School must check at the point of registration that all students will be able to complete and claim certification by the last certification date of the qualification as set by the awarding organisation. If not, they should not be registered on the qualification. Curriculum leaders and Heads of School are required to complete the document IQA1 for all qualifications where this is recorded and signed off. This also applies to qualifications within an apprenticeship, and this must be checked on a yearly basis to ensure apprentices are still on schedule to achieve by the last certification date.

6.3 It is the responsibility of the Subject Teacher, Curriculum Leader, Head of School, Admissions, Data Team and Exams team to ensure that students being registered for qualifications and/or entered for examinations are enrolled on the appropriate course. The exam team will not register or enter any student who has not been enrolled correctly by the curriculum department and data team.

6.4 Once students are registered the Exams team will send out a list of learners to confirm they are registered on the correct programme which will be checked and signed by department managers and the Head of School.

6.5 In-year School checks for registration will take place in October, January and March with the Head of School and Quality Improvement and Education Manager confirming accuracy

6.6 Any changes that occur in year to registrations (including change of size of qualification) after the initial registration by the Exams Team from the curriculum plan must be agreed by the Head of School, Quality Improvement & Education Manager and signed off by the College Principal.

- The Quality Improvement & Education Manager and must ensure that the approved change is communicated to the Executive Director Quality, Teaching & learning, MIS and Exams.
- These changes will be reported to the Quality Executive Board which meets fortnightly and will be a standing agenda item.
- MIS will amend changes on the ILR system and Exams will amend registrations with the awarding organisation.

6.7 Functional skills registrations with the awarding organisation for Apprentices are processed by the Apprenticeship Compliance team. It is the Curriculum Leads responsibility to identify which apprentices require functional skills within departments who run them and communicate this to the Head of the Adult College to facilitate enrolment process.

6.8 For any 19+ functional skills registrations it is the Head of the Adult College's responsibility to check that all their learners are enrolled on the correct functional skills courses. Registrations are then processed with awarding organisations and any required exam entries submitted to the awarding organisation.

6.9 For GCSE and A level entries it is the Head of School, and Deputy College Principals' responsibility to ensure that their learners are enrolled on the correct courses by the first week in December. The Exams team will then distribute a report to the academic departments for confirmation of entries to be made, which will need to be checked by the relevant departments and confirmed to the Exams team. The Exams team will then make the entries via the MIS system to meet the awarding organisation deadline. Any late amendments must be communicated to the Exams team, who will make the amendments with the awarding. Any learners who have not been entered by the date of the exam will not be allowed to sit the exam unless approval has been granted by College Principal and Senior Exams Manager. It is the academic departments' responsibility to consult with the Exams team to ensure all their learners are entered correctly.

6.10 For all other registrations, academic departments will download the registrations forms from the College intranet (NEXUS). It is the responsibility of the Curriculum Leader and Head of School to review the forms (e.g. Learner personal details, qualification information etc.) and send correct registration information back via exams@southessex.ac.uk within the set deadline in order to ensure that submissions can be made by Exams team before the awarding organisation deadlines (without incurring late fees) and in accordance with any requirements of the funding organisations.

Location of the registration form:

Main College MI Reports > 07 - Exams > Request Forms > Exam Registrations

Awarding Organisation Registration Deadlines:

Edexcel - 1st November 2026; Learners who are sitting an exam in the BTEC January series must be registered and entered by 18th October 2026.
15th November 2026 – HNCs/HNDs/HTQs
T Level qualifications must be registered by 1st November 2026; Learners who are sitting an exam in the Autumn resit series must be entered by 5th October 2026.
Edexcel Function Skills – No set deadline although good practice is within 6 weeks and no later than 3 weeks before a scheduled exam.
City and Guilds - No set deadline although good practice is within 6 weeks.
Technical and T Level qualifications must be registered by 1st November; Learners who are sitting an exam in the Autumn resit series must be entered by 30th September 2026.
ActiveIQ - No set deadline although good practice is within 6 weeks.
AIM – 25 working days from the start date of the course for short courses (defined as 15 weeks or fewer) and 60 working days for longer courses of the learner's start date.
Gateway – 35 calendar days from the start date of the course for short courses (defined as 15 weeks or fewer) and 84 calendar days for longer courses of the learner's start date. Internal process states units must be submitted to exams at the same time as the registration request.
Gateway Access to HE - Register within 42 days. Internal process states units must be submitted to exams at the same time as the registration request.
OCN - Short courses (15 weeks or less) - within 25 working days of the start of the course
Long courses (16 weeks or more) - within 60 working days of the start of the course
NOCN- NOCN short courses (less than 15 weeks in duration) require registration of learners within 25 working days of the start date of the course. For all other courses Centres are required to register learners within 60 working days of the start date
SEGA- Learners must be registered within 60 working days from start date. For courses less than 10 weeks expected duration, registration must take place 28 working days from start date.
IMI - No set deadline although good practice is within 6 weeks.
UAL – All learners to be registered by 14th November 2026
NCFE - No set deadline although good practice is within 6 weeks.
T Level qualifications must be registered by 1st November; Learners who are sitting an exam in the November resit series must be entered by 5th October 2026.
VTCT - No set deadline although good practice is within 6 weeks.

6.11 It is imperative that all learners are registered before any assessments take place.

6.12 Registrations and entries will be made by the Exams team through the MIS system where possible. Confirmation of all registrations and entries will be sent, by the Exams Team, to the Curriculum Leaders and Head of School. It is the departments responsibility to ensure that the confirmation is correct. Staff can also run a report from NEXUS MIS Reports which details the courses that their students have been registered for, this will include registration numbers and registration dates.

Report Location:
Main College MI Reports > 07 - Exams > Registration Confirmation Report

6.13 It is the Curriculum Leader and Head of School's responsibility to ensure that registration forms are sent to the Exams team for any late starters or transfers. As a double-check, a report will be run from the MIS system on a periodic basis to highlight any unregistered learners. Curriculum staff can also access this report via the College intranet.

Edexcel-specific registration procedures:

- It is the requesting Curriculum Leader and Head of School's responsibility to make each learner aware of their registration status.
- All learners registered on an Edexcel course who withdraw from their enrolment before 31st January 2027 will be deleted by the Exams Team from Edexcel Online by 31st January 2027. It is the Head of School's responsibility to ensure that the enrolment data for their learners is correct on the Colleges MIS system prior to the 12th January 2027. The list of deletions will be taken by the Exams department from the College MIS System after this time.
- In September of each year the Head of School's will be responsible for checking on Edexcel Online and withdrawing or claiming a fallback cert for all students who will not achieve a full qualification. This activity must be the Curriculum Leader and the Head of School, to ensure accuracy.

6.14 The College will recognise any restrictions regarding the minimum amount of time that students must be registered with awarding organisations before certification, as well as the combination of unitsand/or qualifications that are allowed.

6.15 The College will use the record of the student's previous achievements toensure that opportunities for credit transfer and exemption are maximised, where learner consent is given.

6.16 Tutors / departments will request vocational exams from the Exams Team via the exam entry form which can be downloaded from the College intranet. The exam entry form is a report run from the MIS system which ensures that only students who are enrolled correctly will be on the form.

6.17 Students who are not enrolled on the correct learning aim will not be entered. It is the Tutor's/Head of School's responsibility to consult with the Data team to ensure transfers etc. are processed.

6.18 Tutor's/departments must give the Exams team sufficient notice of required exams to give the Exams team enough time to make the booking, arrange rooming, invigilation, and any access arrangements.

Therefore, entry deadlines are as follows:

- Online Exams – 2 weeks
- Paper based On Demand exams – 4 weeks.
- Dated Entry exams – 2 weeks before entry deadline.
- Deadline for entries for General qualifications and Vocational Qualification (GCSEs, A Levels, BTEC and T levels) to be communicated to College Principals, Deputy College Principals and relevant Heads of School's well in advance of awarding organisation deadline.
- Single student additions to exams that have already been requested can be made up to 1 week before the exam for online exams or the entry deadline for paper-based exams.

6.19 Circumstances may occur when the notice period can be negotiated, but this must be agreed with the Senior Exams Manager and the College Principal/Deputy College Principal/Head of School.

6.20 Students who turn up for any exam who have not been entered with the awarding organisation will not be allowed to sit the exam. This will allow the Exams Team time to ensure that all students sitting each exam are properly enrolled and entered. Invigilators will not allow any student to sit an exam who is not on the seating plan/register for that room, unless by agreement with the Senior Exams Manager.

6.21 There will be periods when the Exams Team is unable to accommodate further exams, except by agreement with the Senior Exams Manager. This will include the period between the second week of May and the second week of June. Any other periods when no further exams can take place will be communicated to the curriculum teams by the Senior Exams Manager

7. Payment of exam fees/resits

7.0 Any required payment of exam fees and resits for a learner who wishes to re-sit an exam, must be consulted with and obtain agreement from their Head of School with relevant payment evidence.

7.1 Re-sit exams which do not have to be taken on set dates will be scheduled in agreement by the subject tutor and the Exams Team.

7.2 The College will cover the costs of the first attempt and one resit, if a student wishes/requires to have a third attempt this will need to be agreed by the Head of School and confirmed by College Principal in writing. If the awarding organisation charge for re-tests the learner will be liable for these fees. The following exception applies: 16-18 Students who currently claim bursary funding and Apprentices.

7.3 If students have not paid for re-sits by the stipulated deadline, they will not be entered for the requested examination.

7.4 Resits for national examinations which include GCSE, BTEC's, A level and T level examinations will depend on Senior Leadership Team decision when results are published after the examination series due to specific entry criteria.

7.5 Learners will only be eligible to resit in the GCSE November series if they are within 5 marks of the awarding organisations grade boundary of a grade 4 for GCSE English and/or Maths. All other learners will be entered into the GCSE Summer series. A list of entries will be sent to the Head of English and Head of Maths to be distributed to relevant staff to confirm accurate entries prior to entry deadline. Only in exceptional circumstances and as agreed by Executive Director of Curriculum, learners may be entered outside of this criteria.

8. Late Registrations (end of qualification date) and late Certification (beyond last certification date)

8.1 In most cases, we will endeavour to ensure that all learners are registered as per awarding organisation deadlines but understand that there will be circumstances where a late entry is required.

8.2 This applies to all programmes and qualifications apart from Higher Education provision.

8.3 When considering whether to register a late learner, the following must be applied. For qualifications which include a set timetabled exam or task as a mandatory part of the assessment, if a learner has not completed the relevant exams/tasks while they were available neither a late registration nor certification will be possible, as learners will be unable to complete all the assessment necessary to achieve the qualification. This also applies if exams for a qualification were available on-demand but are no longer available.

8.4 Each qualifications have a start date when the qualification becomes active and available for learners as well as an end date/withdrawal date – the date the qualification will be withdrawn. Registrations cannot take place after this date. Each qualification has a certification end date.

8.5 The Executive Director of Quality, Teaching and Learning and Senior Exams Manager will ensure that Heads of Schools, Deputy Principals and College Principals are informed of any changes to registration dates or withdrawal of qualifications when informed by the awarding organisation.

8.6 Heads of Schools are responsible for ensuring the programmes delivered have not been withdrawn and are within registration and certification dates. When a programme is coming to the end of its registration date a new course approval form must be completed by the Head of School and supported by Quality lead for support which is approved by Deputy Chief Executive - Curriculum and Quality. In most cases the awarding organisation will have a replacement qualification, and this will need approval. Students must not be registered on a qualification without the course being approved.

8.7 The Executive Director of Quality, Teaching and Learning will be informed of the outcome of any new course approvals and will confirm with the Senior Exams Manager. No students should be registered without this approval.

8.8 In the rare case where, late registrations are required after the operational end date of the qualification approval must be sought from The Executive Director of Quality, Teaching and Learning and Deputy Chief Executive - Curriculum and Quality

8.9 If approved, then The Executive Director of Quality, Teaching and Learning and Senior Exams Manager will complete the required document stated by the awarding organisation.

8.10 Late registrations will only be approved by the Executive Director of Quality, Teaching and Learning where it can be shown that the learners are able to complete thequalification before the published certification end date.

8.11 If procedure has been followed there should be no late certification. Most

awarding organisations do not accept late certification claims. But in exceptional circumstances awarding organisations may consider individual cases.

8.12 Any requests for late certification beyond end certification dates must be approved by the Executive Director of Quality, Teaching and Learning. The Head of School must provide evidence for the why the work could not be completed by the end date. They should also look at whether the work can be mapped against any replacement qualifications.

8.13 If approved by the Executive Director of Quality, Teaching and Learning, a late certification claim will be made with the Examination and Assessment Manager as per the awarding organisation requirements.

9. External Students

9.1 No external candidates will be accepted on to any exams, either vocational orgeneral.

10. Withdrawal from Examinations

10.1 All students who are enrolled on externally accredited programmes will normally take their examinations and complete the assessed units for which they have been registered.

10.2 However, there are occasions when students can be withdrawn by their tutors from examinations entry, particularly because of:

- failure to attend College.
- failure to complete coursework.

10.3 In both cases it is the responsibility of the tutor to withdraw the student from the associated examination and inform the Exams team in a timely manner.

10.4 In the case of personal injury or illness, many awarding organisations will allow students to withdraw up to the date of the examination. It will be necessary for students withdrawing for these reasons to provide medical evidence.

11. Access arrangements and the Equality Act

11.1 The College will make reasonable adjustments to put in place provision for students with special educational needs, disabilities, or temporary injuries to take examinations and/or assessments, subject to the regulations of the awarding organisations. As such, a wide variety of access arrangements are available e.g. extra time, readers, scribes, prompters, separate room.

11.2 Evidence of need (where required) must be available in college for inspection by the JCQ Inspection Service or the relevant awarding organisation. Access arrangements cannot be granted solely on the basis that they were approved at

the learner's previous educational establishment, even if the approval period is still valid.

11.3 Students requiring access arrangements for examinations and/or assessments should discuss these with their course tutors, personal tutor or Additional Learning Support at the beginning of their course or as soon as it is identified that those arrangements will be required.

11.4 It is the responsibility of the Additional Learning Support department and tutors to inform the Additional Support Manager (or member of staff acting as the "SENCo") as soon as they are aware of any students requiring access arrangements. Students should also take responsibility for consulting with the Additional Support Manager (or member of staff acting as the "SENCo") as soon as possible themselves, particularly if they have an emergency requirement for an access arrangement (e.g. broken arm).

11.5 Applications for access arrangements must be made through the Exams Team via the Learning Support Department. It is vital that arrangements are applied for as early as possible in the academic year because evidence in support of the application must be obtained and submitted to the awarding organisation. Awarding organisations may refuse applications which miss their deadlines or may charge for late requests. The main dates are:

Awarding Organisation/ Qualification	Exam Series	Modified Papers	All Other Requirements
GCSE	November	20th September	1st November
	May/June	31st January	21st March
BTEC	January	4th October	21st October
T Level	November	20th September	1st November
	May/June	31st January	21st March
Entry Level and Functional Skills (JCQ awarding organisations)	All	At least 10 weeks in advance of Assessment	Many arrangements are centre delegated. For non-centre-delegated ones, at least 6 weeks before the relevant exam series
NVQ and VRQ (JCQ awarding organisations)	All	At least 10 weeks in advance of assessment	At least 6 weeks in advance of the series in which the examination is to be taken.
City and Guilds	Paper-based	At least 3 months before the month of the exam i.e. by 31st August for December exams.	At least 1 month before the month of theexam i.e. by 31st October for December exams.
Guideline for others (deadlines must be checked as they do vary)			At least 6 weeks before exam

11.6 Where requirements for access arrangements are identified after the deadlines, the application should be submitted as soon as is practicable. Every attempt will be made to gain permission from the awarding organisation and to accommodate the candidate's needs, although this cannot be guaranteed.

11.7 Reasonable adjustments will be made to ensure that exam-related correspondence is adapted, as appropriate, for students with disabilities.

11.8 Reasonable adjustments will be made to find suitable exam accommodation and equipment for students with disabilities.

11.9 Where possible, staff acting as readers, prompters and scribes in access arrangement exams will be drawn from the pool of Learning Support Assistants working for the Additional Learning Support Department. Where multiple students require assistance, staff may be drawn from other areas to support.

11.10 Students whose first language is not English and who normally use a bi-lingual dictionary in their exams may be eligible to use one in their exams. They should contact the Additional Learning Support Department (or member of staff acting as the "SENCo") and the Exams Team, within the above deadlines, to obtain approval (subject to awarding organisation regulations) and to check that College has a copy of the appropriate dictionary. Students are not allowed to use their own dictionaries.

11.11 Due to the ability and individual needs of the students, entry level functional skills examinations will be conducted in a separate venue, i.e. No other examinations will take place in the same room. Invigilators will be accompanied by the groups tutor/teacher to enable the student to feel comfortable in their surroundings.

11.12 Entry level assessments must take place under supervised conditions – distinct from traditional 'examination' conditions but nevertheless involving continuous supervision by assessor/tutor or another dependable person. Within reason, students may use any equipment routinely available to them if this does not compromise independent achievement of the standard nor enable them to collude with a third party (e.g. no mobile phones or other transmitting/receiving devices, pre-prepared notes, crib-sheets, tutor-developed or other materials designed specifically to assist with this assessment).

12. Statements of entry

12.1 Students will be notified about their exam(s) by either notification by their tutor, Letter, SMS Text message, or a college produced timetable, which may be sent in the post or emailed.

12.2 GCSE and A Level exam statement of entry letters are produced and sent to

learners and their next of kins via email ahead of relevant examination series.

12.3 Where a statement of entry letter has been produced, the candidate must check that it shows their correct personal details and exam entry/entries and must report any discrepancy or query to the Exams team **immediately** on receipt.

13. Clash of examination dates and times

13.1 It is essential that students inform their department and the Exams team immediately of any clash with their examination's dates and times, especially if the clash involves another centre.

13.2 Clash students will be under close, permanent supervision by a member of college staff from immediately after their first exam of the day until they commence their final exam of the day. Where the circumstances of the clash mean that one of the exams is being postponed by a day, overnight supervision will be required, although this can normally be undertaken by a parent/guardian (JCQ exams).The JCQ confidentiality declaration form must be signed by the candidate and the overnight supervisor before supervision commences.

13.3 If a candidate has a clash of exams at college and another centre, an application for transferred candidate arrangements may have to be made (JCQ exams). The deadline for applications is 21st March and the candidate is liable for the fee charged by the awarding organisation for this service. The candidate must ensure that they abide by all regulations of the host centre.

13.4 Clash students are not permitted to be in possession of an electronic communication device or to have access to the internet during their supervision.

13.5 Clash students are advised to bring refreshments for their supervision period, as they cannot be permitted to visit the college canteen.

14. Locations and times of examinations

14.1 The Exams Team will consult with the Timetabling team to organise exam rooms, unless these have been booked prior by teaching staff.

14.2 Where rooms cannot be located on college property, the Exams team with support of College Principals will be responsible for sourcing suitable alternative venues which comply with the Equality Act and awarding organisation regulations.

14.3 The Exams team is responsible for notifying Estates and Security teams about the dates, times and locations of any exams which are being held on campus on closure dates or out of usual working hours.

14.4 The Exams Team is responsible for notifying the IT about any computer-based exams which are being held on campus.

14.5 Students are informed of their examination venue and required time ahead of examinations by the department. For some national examinations, such as GCSEs, learners will be issued statement of entry letters detailing this.

14.6 If students are required to sit their exams in rooms which are located at an alternative campus or at external locations, information will be provided as early as possible with regards to the address and location of the venue.

14.7 National examinations such as BTECs and GCSEs will normally commence at 9.00am in the morning and at 1.30pm in the afternoon as per national, unless advised otherwise due to centre decision. GCSE English and Maths exams will commence at 9.30am.

14.8 Students are responsible for arriving to the exam in a timely manner (recommendation – at least 30 minutes before the start time)

15.Invigilation

15.1 It is the responsibility of the Exams Team to provide invigilators for examinations but may require department staff to support if required, appropriate and trained.

15.2 Invigilators are responsible for the conduct of the examination and are required to have received appropriate instruction, through the attendance training provided by the Exams Office and JCQ annually.

15.3 Unless a qualification specification expressly allows it, staff are not permitted to invigilate examinations which involve students that they have taught for the subject of the examination during the academic year, unless there is at least one other invigilator in the exam room who has not been involved in the teaching of that exam subject.

15.4 Invigilators should be familiar with the awarding organisation invigilation regulations and should ensure that both College and awarding organisation procedures are followed correctly.

15.5 For some awarding organisations, invigilators may be required to undertake additional training and/or testing to meet the required level of training. For example, CITB the awarding organisation for CSCS testing.

16. Exam materials

16.1 The Exams team will store live exam material in secure facilities which comply with the awarding organisation requirements.

16.2 Exam material will be signed in and out of secure facilities by appropriate staff in between any scheduled breaks to ensure the integrity of the examination is maintained.

16.3 The College, either via the Exams Team or teaching staff, where appropriate, will allow students access to relevant pre-release materials on or as soon as possible after the date specified by the awarding organisations.

17. On the day of the examination

17.1 Contingency planning (please also see SEC Exams Contingency plan)

17.1.1 In the event of disruption to exams e.g. caused by adverse weather, the College will aim, wherever feasible, to remain open.

17.1.2 The College will use various sources to keep students notified about exams via the College website, Facebook, Twitter, local radio, text messages, phone calls and teams.

17.1.3 Awarding organisations may publish contingency examination dates throughout the academic year. The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding organisations' standard contingency planning for exams. Learners will have been made aware of this possibility through learner handbook issued at the start of the academic year and will be notified of any published dates throughout the academic year.

17.2 Prior to the Examination

17.2.1 The Estates teams are responsible for setting up desks in exam rooms, according to the regulations regarding seating arrangements issued by the awarding organisations. The Exams team must request an exam setup viathe college intranet(Civica Education Operations (parago.co.uk)), at least 2 weeks' notice must be given to allow the appropriate estates set up.

17.2.2 The Exams team is responsible for setting up exam rooms in terms of numbering desks, putting up statutory notices etc. This responsibility, where appropriate,

may be delegated to invigilators and other staff for support.

17.2.3 The IT team is responsible for responding to exam job logs, ensuring that any computers being used for exams are in working order and have any necessary software or links set- up. If students must use specific, individual exam log-in accounts, the IT team is also responsible for ensuring that these have been set up and can be accessed/locked at the appropriate times at least 5 working days before.

17.2.4 A seating plan will either be displayed outside the examination room, or the invigilator will have a copy. Students are advised to arrive at least 15 minutes in advance of the advertised start of the examination to look for their correct room.

17.2.5 Students are not allowed to enter the examination room until asked to do so and should follow the invigilator's instructions to:

a. ensure all articles are removed not specifically required for the examination in thedesignated area of the room.

b. hand in any unauthorised material to the invigilator.

c. help with the inspection of any specified authorised articles e.g. calculators.

d. produce their student ID card in order that their identity can be verified by the invigilator or another member of staff.

e. Comply with other instructions pertaining to examinations given by the invigilator.

f. Ensure that all mobile phones are switched off, with any alarms disabled,and that they are handed in to the invigilator or placed in bags in designated secure bag area. Students should not have them in their possession at any point of during an examination.

17.2.6 In an exam room, students must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.

17.2.7 Students are responsible for bringing to the exam their own writing materials (i.e. pen, pencil, rubber etc.) and any mathematical instruments that are required for the exam (e.g. scientific calculator, ruler, protractor, compass etc.) Students are responsible for ensuring that calculators meet the regulations of the awarding organisations and have a working power supply.

17.2.8 The Exams team will have a spare supply for those who may forget to bring in their required equipment, but this may be unfamiliar with what they normally use.

17.2.9 IT technical support for online exams including out of hours/evening exam cover from the IT department.

17.3 At the start of the exam

17.3.1 The invigilator must check the identity of the students, by their student ID card, before they enter the exam room. If the student does not have their student ID card, a tutor can identify the student, or they can obtain a print-out from the College MIS system showing their enrolments and photo. Invigilators are not to allow any students to sit the exam who are not on the register/seating plan, except by authorisation of the Exams team.

17.3.2 The invigilator should remind any clash students to remain in their seat at the end of the exam.

17.3.3 The invigilator should make an announcement regarding the regulations and details of the exam. If a script or any erratum notices is provided by the awarding organisation or the Exams team, this should be read out.

17.3.4 The invigilator must read out any erratum notices to students, ensuring that any late comers are also given this information.

17.4 During the exam

17.4.1 The invigilator must give their full attention to conducting the examination properly. They must respond promptly to candidate queries and be vigilant for any malpractice.

17.4.2 The invigilator must complete all necessary paperwork, which typically includes an attendance register, checklist and a seating plan.

17.4.3 Students must remain silent during the examination but may attract the attention of the invigilator by raising a hand to ask for any essential information. Invigilators are not allowed to discuss examination questions.

17.4.4 Students will conduct themselves in the examination room so as not to disturb other students.

17.4.5 Students must not communicate with another candidate by any means (e.g. exchanging notes, talking, signs etc.) and must not attempt to read another candidate's work.

17.4.6 Students must write in black or blue ink/ballpen (black only for JCQ

exams) or, in the case of some multiple-choice tests, an HB pencil.

17.4.7 Correcting fluid/pens/tape must not be used.

17.4.8 Students are allowed to have drinks in the exam room but only from plastic transparent bottles. All labels must be removed (Drinks are not allowed in computer rooms.) If students need to take any food stuffs into the exam (e.g. cough sweets, or food for diabetic students), all packaging must be removed. Food and drink should be made available for scrutiny by invigilators.

17.4.9 Students who are completing a written paper may not leave the examination room before being given permission to do so by the invigilator, in accordance with some awarding organisation regulations (students are not usually allowed to leave during the first hour). Some awarding organisations also stipulate that students are not allowed to leave during the final minutes of the exam.

17.4.10 Students completing an online assessment will be allowed to leave the assessment room once they have completed the assessment unless awarding organisation regulations state otherwise providing, they do not disturb other students who are still taking the assessment.

17.4.11 Provision is made for a candidate to be accompanied out of the examination room e.g. to go to the toilet, but a candidate who leaves the examination room unaccompanied will not be allowed to return.

17.4.12 When students are instructed to stop working, they should do so immediately and ensure that their script is correctly presented for collection by the invigilator who will also collect any items supplied by the College. Scripts and continuation sheets should be attached together clearly showing the candidate's name and number as well as the Centre number.

17.4.13 Learners completing a computer-based exam or assessment must ensure they are saving regularly throughout and have saved with any required labelling for their final submission.

17.5 Students arriving after the start of the examination

17.5.1 The procedures of the specific awarding organisation should be followed in instances where students arrive late for an examination. If there is any doubt, the invigilator should check the procedures with the Exams team.

17.5.2 If the candidate is permitted to sit the examination, the invigilator should check with the Exams team, before allowing the candidate to leave at the end of the exam, whether the awarding organisation requires a written report.

17.5.3 In the case of JCQ examinations the candidate should be warned that the awarding organisation may not be prepared to accept the script as they are classed as a very late arrival.

17.5.4 Students arriving after the examination has finished will not normally be allowed to sit the examination, but advice should be taken from the Exams Office. Some exams are held within “windows,” and it may be possible to allow the students to sit the exam in a later session during the window.

17.6 Evacuation procedures

17.6.1 In the event of any emergency requiring evacuation of the building, invigilators must follow the general college emergency evacuation procedures and the specific college examination evacuation procedures.

17.6.2 In the event of a full evacuation all online assessments where appropriate must be paused to allow students to restart when they return to the room. If this is not possible the exam will be cancelled, and the assessment will have to be re-scheduled with the Exams team. In all scenarios, students must be instructed to leave question papers, answer booklets, and any personal items and evacuate the building and be escorted to the appropriate assembly point.

17.6.3 Live exams are classed as a priority group and therefore should assemble at the priority assembly point.

17.7 After the exam

17.7.1 The College will respect the confidentiality of scripts by not allowing them to be read or photocopied by any person prior to marking, without the permission of the awarding organisation.

17.7.2 The Exams team will check the papers against the exam register and will check any missing papers against the seating plan to ensure that a paper has been received for all students who have been marked present on the seating plan.

17.7.3 The Exams team will despatch scripts promptly, where possible on the day of the examination. If scripts must be retained overnight or for a longer period, in accordance with awarding organisation guidance, they will be retained in secure storage.

17.7.4 The College will follow the instructions issued by awarding organisations relating to the use of question papers after the examination has taken place.

17.8 Absence and Special Consideration

17.8.1 If a candidate is unable to attend the examination, the Exams team should be informed as soon as possible.

17.8.2 Students who are absent due to illness or misfortune may be eligible for an enhanced grade, subject to them having fulfilled the minimum requirements of the awarding organisation.

17.8.3 Requests from students who are absent from all parts of the examination will not be considered by the awarding organisation.

17.8.4 Students who feel that recent circumstances or problems during an exam may have affected their performance (e.g. illness, bereavement, trauma) may be eligible for special consideration, subject to the regulations of the awarding organisations.

17.8.5 If a candidate believes that they may be eligible for either special consideration or an enhanced grade, it is their responsibility to inform the Exams team as soon as possible after the exam and provide appropriate evidence of their circumstances.

17.8.6 Special consideration may also be available in assessed work. Applications are considered on a case-by-case basis by the relevant awarding organisations and tutors should notify the Exams team of any instances where an application should be made.

17.9 Irregularities

17.9.1 Any irregularity will be reported to the Senior Exams Manager and to the appropriate awarding organisation subject to their specific regulations (see Section C for further information). Students will be informed of any irregularity reported thus and, if the candidate is aged under 18, their parent(s)/guardian(s) will be informed.

17.9.2 If the College is notified by an awarding organisation that a candidate has intentionally spoiled an examination script, the candidate will be subject to disciplinary action which may result in the withdrawal from that and any other examinations, subject to examination fees incurred by the College. In addition, disciplinary action may be taken against the candidate by the awarding organisation.

18. Internal assessment/claims

18.1 For details of how to run Controlled Assessments, please refer to the separate Controlled Assessment Policy and Procedure documents.

18.2 All students completing coursework for assessment (JCQ qualifications) must sign the declaration of authentication, prior to submitting it for final assessment, to confirm that the work is their own. This form must then be countersigned by the member of staff who assesses their work.

18.3 Students have a right of appeal against a coursework assessment. Any appeal should be made in accordance with the College's procedures for Appealing Against an Assessment. (See Section E)

18.4 An appeal may proceed in the following circumstances:

- That a candidate's performance in an assessment was adversely affected by illness or other personal circumstances, which the candidate was unable or unwilling to divulge at the time of assessment. Appropriate proof of these circumstances will usually berequired (e.g. Medical Certificate).
- That a candidate's performance in an assessment was adversely affected by administrative error or that the assessment was not conductedin accordance with the current regulations for the course.
- That a candidate's performance in an assessment was adversely affectedby other irregularities.

18.5 An appeal will not be allowed where the internal mark/grade has been confirmed by external moderation/verification.

18.6 For HE students on courses leading to awards of partner Higher Education institutions, appeals should be made in accordance with the requirements of that institution.

18.7 Students who fail to submit assessment by the prescribed date, without good cause and prior authorisation, may be penalised in accordance with appropriate course and awarding organisation regulations.

18.8 If a candidate is unable to complete coursework before the required deadline and has extenuating circumstances, they must notify their course tutor as soon as possible, supplying evidence of the circumstances. The tutor should consult with Exams staff, who will request an extension from the relevant awarding organisation, if applicable.

18.9 It is the responsibility of the subject teacher/Curriculum Leader and Head of School to send coursework/portfolio marks/grades to the Exams team before

any stipulated dates, to ensure that the Exams team can submit the marks/grades to the relevant awarding organisations ahead of relevant awarding organisation or funding deadlines. Claim forms can be downloaded from the college Intranet and must be completed and emailed to exams@southessex.ac.uk.

Claim form location:

Main College MI Reports > 07 - Exams > Request Forms > Claim form with manual Units

18.10 Edexcel specific procedures include Functional Skills:

- For Edexcel/Pearson result submission, Heads of School must input the results onto Edexcel online by 18th June ahead of awarding organisation deadline of 5th July. At least 2 members of the department managers one whom must be the Head of School must make the claim together and verify results to ensure the claim is accurate and based solely on internally verified assessment records.

- Assessment records will be kept safely and securely by the curriculum departments for 3 years post certification.

- The Head of School with support of campus The Quality Improvement & Education Manager is responsible for auditing a proportion of certificate claims made against assessment records to ensure accuracy.

- The college MIS system will be updated with final grades taken from Edexcel Online. These grades will then be used to check the accuracy of certificates received.

18.11 For UAL, AIM, OCN, NOCN and Gateway, the Curriculum Lead and Head of School must ensure that accurate results information is submitted via the direct entry route on the awarding organisations portal by the required deadline. They will then need to provide a copy of the grades to the Exams team for audit and to support any queries.

18.12 For VTCT a Curriculum Lead and Head of School must complete the VTCT claim spreadsheet for each qualification. The Head of School will then email it to exams@southessex.ac.uk.

18.13 For all other Awarding organisations, the Curriculum Lead and Head of

school must ensure that accurate results information is submitted to the Exams team on the college claim forms that can be downloaded from the MIS reports via NEXUS by Monday 14th June. This will enable the Exams team to audit the certificate claims (identify and fix any irregularities before staff summer holidays) and then bulk process them via the appropriate awarding organisation.

18.14 The Curriculum Lead and Head of School are responsible for checking the awarding organisation rules of combination for the courses for which they are submitting results, to ensure that full qualification certificates will be conferred if necessary and confirm any fails to the Exams Team. This includes any relevant certification modules.

19. Results

19.1 Examination results will usually be disseminated to students by their tutors, however results for A levels, T Levels, GCSEs, BTECs, NCFE and UAL qualifications these will be available for students to access via college Moodle accounts and the colleges website on national result days.

20. Post results services (e.g. enquiries about results)

20.1 Depending on the qualification and eligibility, various post results services may be available, including a re-mark of the candidate's exam and access to the candidate's exam script. Details of the services offered by awarding organisations are available on request from the Exams team. Information relating to A level, GCSE, BTEC, and T level qualifications are issued to staff along with results to disseminate to learners if required.

20.2 Applications for post results services must be made to the Exams team within the deadlines set by the awarding organisations. Unless specifically stated by the awarding organisation, students should not contact the awarding organisation directly.

20.3 Fees are applicable for post results services, and these must be paid in advance. Departments may waive the fee for the students at their discretion, and the fee will then come out of the department budget and agreed by College Principal. A re-mark fee may be refunded by the awarding organisation if a change is made to the grade, subject to the regulations of the appropriate awarding organisation.

20.4 Any students requesting a re-mark should understand that their unit score and their overall grade may go down as well as up, and the new mark/grade must be accepted.

20.5 Any students who remain dissatisfied with the result of a re-mark and wish to appeal against the decision must provide appropriate and reasonable grounds to the Executive Director of Quality, Teaching and Learning, in line with awarding organisation guidelines. Any application must be endorsed by the principal, who will consider the grounds and decide whether College is able to support the appeal.

20.6 Teaching staff may obtain scripts for teaching and learning purposes or as examples for other students, but prior permission must be obtained from the students concerned.

20.7 The JCQ post-results review of moderation service is not available to individual students nor is it available on controlled assessment or coursework marks which have been accepted without change. Only work included in the original sample will be reviewed. (This does not affect a student's right of appeal before the marks have been submitted to the awarding organisation – see section E.)

21. Certificates

21.1 Upon delivery, certificates are to be logged on the college MIS system and sent to the registered address of the learner in a timely fashion. This is once all relevant awarding organisation certificates for a learner have been received in unless collection is arranged beforehand.

21.2 Where grades have been entered on the college MIS system based on reports from the awarding organisation websites the grade on the system will be checked against the grade on the certificate to ensure the certificates are accurate.

21.3 Each certificate will be checked against the enrolment details on the college MIS system to ensure the learning aim references match before they are sent to the students.

21.4 Where there are any queries with the certificates the status of the certificate will be recorded on the college MIS system and the system's 'alert' functionality used to ensure that anyone in the team dealing with the certificate or the learner knows exactly what the current situation is. This will ensure effective communication across the college's five sites and will prevent certificates being sent out in error when queries have been identified.

21.5 It is the student's responsibility to inform the college of any changes to their current address. Students will be liable to fees if they do not communicate a change of address to the college prior to the original despatch.

21.6 Certificate reprint charges will be assessed on a case-by-case basis, normally students will not be liable to any fees if the following occurs:

- Incorrect spelling
- Incorrect unit results
- Certificate gets lost in the post and address is correct.
- Address is incorrect but the student did inform the college.

21.7 Ex-students and current students requesting certificate re-prints from more than 1 year ago will be referred to the appropriate awarding organisations.

22. Liaison with awarding organisations

22.1 Where applicable, the College will keep relevant awarding organisations informed of any resource changes affecting the qualifications that it is delivering. These include staffing changes, accommodation changes and the use of third parties and sub-contractors.

22.2 The College will comply with requests from relevant awarding organisations for access to appropriate information, data and documents.

22.3 The College will co-operate with awarding organisations, regulatory authorities and the JCQ Centre Inspection Service when subject to inspection or investigation.

Part C - Learner Malpractice

23. Introduction

23.1 These procedures apply to assessments and examinations, the results of which are considered in the certification of students by awarding/validating organisations.

23.2 These Procedures do not apply to assessments which are made by the college for its own purpose.

23.3 It is recommended that any candidate who becomes involved in these

procedures should seek advice from persons not directly involved e.g. College's Student Services.

23.4 The parents/guardians of students who are under 18, are involved in the procedures and will be kept fully informed of developments. Parents/guardians will be invited to attend any interviews or hearings which the students are required to attend as part of the Procedures.

24. Malpractice in an assessment/examination (including use of Artificial Intelligence)

24.1 Malpractice, regarding assessment and examination, is defined as any form of behaviour by which a candidate(s) seeks to improperly influence the outcome of the assessment/examination.

24.2 Plagiarism, where a candidate deliberately includes in their own work a substantial unacknowledged portion of someone else's material. As well as words, it can apply to artwork, images, computer generated work, thoughts, inventions and discoveries. Examples include:

a) The inclusion of several sentences or more from another person's work without the use of quotation marks and acknowledgement of the sources
b) The summarising of another person's work by simply changing a few words or altering the order of presentation without acknowledgement
c) The use of another person's ideas without acknowledgement
d) Copying the work of another student
e) The use of any Artificial Intelligence Software without appropriate referencing.

More information can be found in the colleges plagiarism policy: Policies | South Essex College

The policy applies to all students on Further Education Courses and Higher Education students on non-University of Essex Courses. This policy is required by awarding organisations and includes a statement, methods to prevent plagiarism and cases of suspected plagiarism.

24.3 Collusion

This is where a student either:

a) Submits work done in collaboration with another person as entirely his/her own.

b) Collaborates with another student to complete work which is submitted as the other student's work e.g. lending research or work to other students or allowing their work to be copied.

24.4 Falsifying Data

a) Presents data in reports and projects based on experimental work which the student claims to have conducted but they have invented or obtained by unfair means.

b) Presents data in reports and projects based on experimental work which the student claims to have conducted but they have invented or obtained by unfair means.

c) Makes alterations to result documents or certificates.

24.5 Impersonation

This is where a student arranges for someone else to take their place in an assessment/examination/test or where a student pretends to besomeone else to produce the work for another.

24.6 Non-compliance with instructions

This involves the failure to abide by the instructions or advice of an assessor, a supervisor, an invigilator or awarding organisation conditionsin relation to the assessment/examination/test rules, regulations and security.

24.7 Misuse of assessment/examination material

This includes:

a) Acquiring an exam paper or information about an exam paper prior to the examination.

b) Removing examination material e.g. question paper, spare stationery from the exam room without the permission of the invigilator.

24.8 Unauthorised material

This is where a student has unauthorised material during a supervisedassessment or examination, whether they intend to use it or not e.g. notes, books, papers, iPods, mobile phones, air pods/earphones/earbuds, any type of watch, smart glasses, and any other smart devices.

Use of Smart Glasses and Wearable Technology in Examinations and Controlled Asssessments

The use or possession of smart glasses, including but not limited to Meta AI glasses (such as Ray-Ban Meta smart glasses), and any other wearable technology capable of recording, transmitting, receiving, displaying or accessing information, is strictly prohibited in all examination and assessment conditions. Such devices must not be worn, used or kept on a candidate's person during an examination or controlled assessment, regardless of whether the device is switched on or off. Candidates must remove and securely store these devices in accordance with the examination centre's procedures before entering the examination room. Any candidate found in possession of or using prohibited smart glasses or similar technology during an examination may be subject to investigation and reported for suspected malpractice in accordance with the relevant awarding organisation's regulations and the College's examination and assessment policies. This restriction is intended to protect the integrity, security and fairness of all examinations and assessments

24.9 Illegal communication

This includes passing on or receiving information (e.g. orally, in theform of notes, or by gestures) during a supervised assessment or examination.

24.10 Improper behaviour

This relates to any behaviour which could undermine the integrity of the assessment/examination or test.

24.11 Cheating

This includes any means, other than those listed above, of seeking to gain an unfair advantage. Procedures relating to unfair advantage in an assessment/examination.

25. Procedures relating to those awarding/validating organisations whose regulations require that they be informed of Unfair Advantage.

25.1 Where there are grounds for suspicion of Unfair Advantage from notification from Head of School, the Executive Director of Quality, Teaching and Learning, Senior Exams manager or nominee will investigate. This will include an interview with the candidate(s) involved and with any other relevant parties.

25.2 Executive Director of Quality, Teaching and Learning, Senior Exams Manager or nominee will produce a written report within 10 working days of the results of the investigation.

25.3 A copy of the report will be sent to the candidate(s) and to the relevant Head of School.

25.4 Executive Director of Quality, Teaching and Learning, Senior Exams manager or nominee will inform the candidate(s), in writing, of the decision taken by the awarding organisation.

25.5 For HE students on programmes leading to awards of a partner HEI, procedures for dealing with alleged cheating, plagiarism or seeking other forms of unfair advantage will be in conducted in accordance with university requirements. Any students who remain dissatisfied with the decision made by an awarding organisation because of candidate malpractice must provide appropriate and reasonable grounds to the College, in line with awarding organisation guidelines. Any application must be endorsed by the College Principal, who will consider the grounds and decide whether College is able to support the appeal.

25.6 The Head of School or Nominee concerned will do one of the following:

a) Decide that no further action be taken.
b) Decide that the candidate(s) concerned be referred, which would require that the candidate(s) be given the opportunity to re-take the assessment.
c) Decide to fail the candidate.

25.7 The candidate(s) will be informed of the decision by the Head of School in writing.

25.8 Students will have a right of appeal. Any appeal should be made in accordance with the College's procedures for appeals. (See Section E, point 1)

Part D - Centre Malpractice

26 Malpractice

These Procedures apply to assessments and examinations, the results of which are considered in the certification of students by awarding/validating organisations.

27 Malpractice relating to an assessment/examination.

Malpractice, regarding assessment and examination, is defined as any form of behaviour by which a member of college staff either seeks to improperly influence the outcome of the assessment/examination or fails to comply with awarding organisation regulations and procedural instructions causing a breach of security.

This involves acts which break the confidentiality of exams orstudents' scripts and includes such instances as:

a) failing to keep assessment/examination/test papers secure prior to the assessment/examination/test.

b) obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

c) tampering with or reading candidate scripts or controlled assessments or coursework after collection and before despatch to the awarding organisation/examiner/moderator.

d) failing to supervise adequately students who have been affected by a timetable variation.

e) failing to keep mark schemes secure.

f) failing to keep student computer files which contain controlled assessments or coursework secure.

27.1 **Deception**

This involves acts of dishonesty and includes such instances as:

a) inventing or changing marks for internally assessed components (e.g. coursework) where there is no actual evidence of the students' achievement to justify the marks awarded.

b) fabricating assessment and/or internal verification records or authentication statements.

c) fraudulent certificate claims e.g. claiming before the learner has completed all the requirements of assessment.

d) falsifying records/certificates e.g. by alteration or substitution.

27.2 Improper assistance to students

This involves any assistance being given to a candidate whichresults in a potential or actual advantage. Examples include:

a) College staff producing, editing, amending, or substituting work for the learner e.g. adding or removing any material to or from coursework after it has been presented by a candidate for final assessment.

b) sharing or lending students' controlled assessments or coursework with other students in a way which allows malpractice to take place.

27.3 Maladministration

This involves a failure to follow the regulations regarding the conductof exams or assessments. Examples include:

a) Failing to ensure that students' coursework or work to be completedunder controlled conditions is adequately monitored and supervised.
b) Failing to retain students' controlled assessments or coursework in secure conditions after the authentication statements have been signed or the work has been marked
c) Failure to train invigilators adequately, leading to non-compliance with the regulations of the awarding organisation.
d) Failing to issue to students the appropriate notices and warnings.
e) Failure to inform the JCQ Centre Inspection Service of alternative sites for examinations.
f) Failure to ensure that the examination venue conforms to the requirements as stipulated by the awarding organisation.
g) Failure to invigilate examinations in accordance with the regulations issued by the awarding organisation.
h) Inappropriate members of staff assessing students for access arrangements.
i) Granting access arrangements to students who do not meet the eligibility requirements or where prior approval has not been obtained.
j) Failing to despatch candidate scripts / controlled assessments / coursework to the awarding organisations or examiners or moderators in a timely way.
k) Failing to notify the appropriate awarding organisation of an instance of suspected malpractice in examinations or assessments as soon as possible after such an instance occurs or is discovered.

28 Procedures relating to Centre Malpractice

Any instance of suspected centre malpractice may lead to disciplinary procedures being applied against individual members of staff and could beregarded as gross misconduct.

More information relating to both Learner and college malpractice and procedures in dealing with malpractices at South Essex College can be found on the colleges secure intranet: Policies & Procedures - South Essex College

Part E – Appeals

Information relating to the South Essex College Groups Academic Appeals Procedure for FE students and Work Based Learning can be found on the college secure intranet: Policies & Procedures - South Essex College

Part F – Conflict of Interest

To comply with JCQ and other awarding organisation regulations, the centre is required to identify, record, and manage Conflicts of Interest and to inform the relevant awarding organisations of:

- Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units.
- Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)for qualifications which include internally assessed components/units; and maintain clear records of all instances where:
- Exam Team staff have members of their family (which includes step-family,foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres.
- Centre staff are taking qualifications at their centre which do not include internally assessed components/units.
- Centre staff are taking qualifications at other centres.

Information relating to South Essex Colleges Group Conflict of Interest Procedure can be found on the college secure intranet: Policies & Procedures - South Essex College

This information will be collected from all teaching and learner support staff on an annual basis before the end of the Autumn term. The information will be collected via a Microsoft form, and awarding organisations will be informed of anyrelevant conflicts by the Senior Exams Manager before the deadline for GCSE exam entries.

Any staff identified as having a potential conflict will not invigilate exams in the subject/s and will not be given roles that allow access to confidential live exam material for the subject/s.

End of Policy



Senior Leadership Responsibility	Ansar Mahmood / Adam Fahey
Policy Author	Ansar Mahmood / Yasmin Bowker-King / Matthew Twitchett
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