



**ASSESSMENT  
&  
EXAMINATION GUIDE**

**2023/24**

# September 2023 - August 2024

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## COLLEGE WEBSITE INFORMATION

Comprehensive information can be found on the main college website [www.esher.ac.uk](http://www.esher.ac.uk) Pages specifically relating to Examinations can be found using the drop-down list under the tab The College, or for students who are logged into the portal, under the tab Study Support and Careers, Examinations, Useful information.

## EXTERNAL EXAM ENTRIES & BTEC REGISTRATIONS

Student entries for subject(s), are confirmed with the Exams Officer by each subject department, and is reliant on good attendance and work production in that subject. The College reserves the right to withdraw an exam entry for a student who fails to achieve good levels of attendance and work production in individual subject(s). All queries regarding exams should go through the Exam Office rather than a form tutor or subject teacher.

Exam entries are made using student personal details showing on the college database. These are created from the student's initial online application form. It is a student's responsibility to check that the personal details the college holds are accurate. The forename and surname, as reflected on a birth certificate or deed poll, are legally required for entries and registrations, and will be reflected on qualification certificates. This may vary from the name a student prefers to be known by. A legal change of name via deed poll should be registered with [MIHelpdesk@esher.ac.uk](mailto:MIHelpdesk@esher.ac.uk) so that personal details are correct on the database.

**Data Protection Act:** Please note that, by signing the Data Protection Statement at enrolment, you are granting permission for the College to pass your personal data to the Examining Boards. This includes future information to support any application for exam Access Arrangements or Special Consideration.

## RE-SITS

Currently the college does not accept private candidates/exam entries from students no longer on roll. **A level students** who wish to resit will need to find another centre who will accept a private/external exam entry.

Current students on **Btec** courses with external units may have an opportunity to re-sit those units during their course. Re-sits can be paid for using the online payment system in the student portal via Exams and Services. All deadlines for application & payment, as scheduled by the Exam Office, must be adhered to. If a student subsequently decide NOT to re-sit they must tell the Exams Office as a matter of urgency as invigilation and practical arrangements will be affected. A refund may not be possible if the withdrawal is made late. **GCSE** students currently enrolled on a 1 year resit course in college (Maths & English) will have their exam entries funded as part of the course, however any other students wishing to improve on GCSE results should approach their previous school or another centre for entry.

## TIMETABLES

**Students and their families are strongly advised not to book holidays during exam periods.**

A college/centre timetable for external exams and assessments can be found here [Esher Sixth Form College | Timetables and Key Dates](#). For the Summer external exams the last day of the UK JCQ common timetable can be used for contingency purposes, nationally. The designation of a 'contingency day' within the common timetable is in the event of *widespread, sustained national or local disruption to examinations*. It is part of the awarding bodies' standard contingency planning for examinations and is consistent with the qualification regulators' document [Exam system contingency plan: England, Wales and Northern Ireland](#). All examination students should remain available on that day.

Personal exam timetables are made available on the portal once entries have been made. •

**Check for any missing exams, errors or clashes** and query those urgently

- **Check your timetable regularly** to ensure you have the latest version.
- **Check your timetable every day** during exams

## EXAM VENUES

Written examinations are held in a variety of venues dependent on numbers, the largest of which are the Sports Hall and the Drama Studio. For the purposes of the Access Arrangement 'small room', any smaller venues than the above, such as classrooms, are designated 'small rooms'.

## EXAM TIMES

**Morning** written exams start promptly at **9.00am**, and **afternoon** written exams at **1.30pm**. There are a number of important regulations to be announced at the start of every exam so students should be **seated for 8.50am/1.20pm at the latest.** Once the venue doors have closed and the announcements have started late students must wait until they can be admitted. The regulations will be available to read outside the room.

Students are expected to make appropriate transport arrangements to reach college for these times – if travelling to college by public transport please consider an earlier service than usual to allow for delays or cancellations, and if travelling by car allow for unexpected traffic delays. **If any student arrives for an exam an hour or more after the exam start time it may not be possible to enter the exam room and sit the exam. If the exam is taken at a later time than the published starting time+ 1 hour, there is a strong possibility the exam board may not accept the exam script, for security reasons, unless there is proof the student was fully supervised on the journey and did not have access to a phone or the internet.**

## ABSENCE/LATENESS

**If a student is unable to attend an exam through illness**

- contact Reception before 8.30am/1.00pm with the student name, student number and the exam being missed. Please speak to the Exam Officer within 7 days of the missed

exam about applying for **special consideration for absence**

If a student fails to turn up for an exam

- someone will attempt to find the student in college and contact will be attempted with home – **please make sure that all the contact details college hold are correct**
- if a student has forgotten an exam they will still have the opportunity to come into college and sit it, providing they can get to college in time

If a student is delayed on their journey

- contact Reception urgently so that a message can be given to the Exam Officer – the student will still be able to sit the exam and have the full time allowance

If you arrive persistently late for exams

- you may be admitted to the exam room at the discretion of the Exam Officer but may not have the full time allowance.

## **ACCESS ARRANGEMENTS**

All students entering college who may have had JCQ approved exam access arrangements at school must have their qualifying needs confirmed by the Learning Support Manager, as required within the regulations laid down by the Joint Council for Qualifications (JCQ). All approved access arrangements must be evidenced and be the student's *normal way of working* within JCQ definitions. They cannot be awarded or used for examinations only. Once approval for arrangements is obtained, students can see confirmation via the student portal, Support/Learning Support. Access Arrangements that have approval at centre level (according to JCQ regulations and inspection) are also confirmed in this way.

Occasionally additional support needs are revealed for the first time at college. If a referral is made too late to meet the JCQ deadline for applications, the student may not receive access arrangements until the following academic year. Students can self-refer or teaching staff may do so.

Access Arrangements may also be available for a **temporary injury or illness** experienced at the time of the exam, and the Learning Support Manager and Exams Officer should be contacted as a matter of urgency in this situation.

## **ILLNESS**

If a student misses an exam due to illness

- Please speak to the Exams Officer within 7 days following the exam, regarding special consideration for absence. Medical evidence should be provided to support an application.

If a student feels unwell before going into an exam

- please tell the Exams Officer, other exam staff present, or an invigilator before being seated.

If a student feels unwell or distressed during an exam

- **please tell an invigilator immediately** – they will help and no exam time will be lost in these circumstances. An application to the exam board for Special Consideration may be appropriate.

## SPECIAL CONSIDERATION

The Exams Officer can apply for special consideration if a student feels their exam performance was **significantly** affected by temporary illness, accident/injury, bereavement, domestic crisis, a flare up of a long term illness, or other personal circumstances **at the time of the assessment/exam**. If any of these are an issue, the student should speak to the Exams Officer, in confidence, as close to the exam as possible.

## CLASHES

If more than one exam is due to start at the same time, either in a morning or afternoon session, this is a clash. If you there are more than 3 hours of exams in one session, arrangements may be made for the student to have a supervised break between exams. All arrangements will be made in advance and clash resolutions communicated via a student's online personal timetable.

In exceptional circumstances, and as a last resort, if there are multiple exams (3 or more) in one day that have a total duration of more than 6 hours, permission *may* be given by the JCQ to move the last exam to the following day, with overnight supervision. However, students are encouraged to complete scheduled exams in a single day with the provision of adequate breaks. Arrangements should be discussed with the Exams Officer.

### If a clash involves a supervised break

- a student must **NOT** have their mobile phone or any other electronic device including an iPod type device, smart watch or data storage watch. Any of those items brought in must be switched off and handed in for safekeeping.
- a student may have revision materials with them
- a student should bring a drink and snack/lunch as it will not be possible to visit the canteen

If a clash involves overnight supervision the Exams Officer will contact a parent/guardian or named adult who will be responsible for supervising the student overnight, subject to approval by the exam board(s), and clarify the rules and regulations for such an arrangement. A declaration agreeing to abide by such regulations must to be signed by the approved supervisor and kept on record.

**Any breach of clash regulations and conditions is malpractice and will result in disqualification from the exam and potentially the qualification.**

## EXAM ROOM CONDUCT

As an exam room is a formal environment the behaviour and attitude of all students involved in exams is expected to reflect this. Students should familiarise themselves beforehand with the JCQ regulations here [Esher Sixth Form College | JCQ Regulations](#)

- appropriate clothing for the season and indoor environment should be worn.
- coats/jackets, scarves, gloves, hats/hoods are **NOT** allowed inside an exam room.
- if a student is wearing a head covering for religious reasons they will be taken to a private area by a member of exam staff and asked to show that unauthorised material is not being concealed.

- there should be no writing or diagrams on the body other than permanent tattoos
- all bags and other personal items must be left in the locked storage room provided, away from the exam room (sports changing rooms). Students should take adequate precautions when storing valuable items such as mobile phones or other electronic devices as they remain the responsibility of the individual.
- a small, clear, bottle of water only, label removed, can be brought into an exam room but no other food or drink is permitted.
- if medication is needed this should be discussed with the Exams Officer in advance. Diabetic students should discuss their needs in relation to exams with the college Nurse and the Exams Officer as soon as they are aware of their exam timetable so any relevant plans can be made. This is especially important if monitoring blood sugars requires using a mobile phone app.
- students will be identified by a card on each desk showing a student photograph, name, student number, and subject code.
- students must remain silent at all times once in the exam room and not attempt to communicate with anyone else or risk being asked to leave the exam.
- any queries should be raised with an invigilator **before** the exam starts.
- any behaviour during an exam which causes disruption to the exam or disturbs other students may be reported to the board(s) as malpractice
- there are no loo breaks within the first or last half hour of an exam unless an emergency
- you may not leave an exam before the official finish time, even if you have finished early, until dismissed, and you remain under exam regulations whilst in the room
- students will be dismissed once all the papers have been collected and should leave quickly and silently as other students may still be working.

## EXAM MATERIALS

Students must only take items allowed for into the exam room. **Possession of unauthorised material in the exam room is considered malpractice** and if it is discovered or reported later **a student is likely to be disqualified from the exam and potentially the subject.**

Subjects allowing 'clean' texts, without notation, or annotated information for specific papers will have these provided by the exam team. Students required to take subject material into an exam must check with their subject teacher in advance that the material is in the correct format.

It is the student's responsibility to bring to the exam any equipment that is required for that paper, e.g. specific calculators, Maths instruments, tracing paper, texts. **Stationery items should be brought in loose or in a clear plastic pencil case or bag.** Items can be purchased from the LRC or borrowed via the student library account in an emergency.

## **MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

**You must NOT have any electronic device on your person during an exam, either switched on or off.** This includes a mobile phone, iPod, digital storage watch, smartwatch or any other communication device.

**If you are reported to the exam board for having any of these items in your possession during an exam, whether or not your intention was to use them, you are likely to be disqualified from that exam, and possibly the whole subject; potentially all of your examined subjects.**

## **PRACTICAL / ORAL EXAMS**

These are organised by subject departments and teachers will inform students when and where these are being held. If any of these clash with externally timetabled written exams, the Exams Officer must be informed and the student should speak to their teacher to have the practical/oral exam rearranged.

## **EXAMS AT ANOTHER CENTRE**

If a student has been entered for an exam elsewhere, in addition to exams at Esher, they should check for any clash this causes. As a fulltime student at Esher exams here will take priority. Please notify the Exam Officer immediately so arrangements can be adjusted if necessary.

## **INTERNAL EXAMS**

In A level subjects all students will complete Formal Exams during the first year. These are intended to test the knowledge and skills learned during the first year, evidence a student's potential to achieve in the subject by the end of their two year programme, and will contribute towards the predicted grade given in UCAS applications. The written exams will be conducted in a formal exam environment, under external examination arrangements; to include access arrangements, clashes, and absence & illness reporting, as set out earlier in this guide. In their second year students will complete formal assessments to highlight areas that need specific study and to give examination practice before the external summer exams.

## **NON EXAMINATION ASSESSMENTS (NEAs)**

Deadlines will be given by subject teachers for the submission of internally assessed/externally moderated work. Failure to hand in work for marking and subsequent submission to the exam board(s), with regard to these deadlines, may affect a student's entry for that subject in that series. When producing work particular attention should be paid to the information regarding plagiarism in the appropriate JCQ document on the college website . Plagiarism is any attempt by a student to pass off the work of others as their own, whether this be the work of other students or material from other sources. Plagiarism is a serious breach of exam regulations and could result in removal from the course by the college and disqualification from the subject by the exam board(s). Subject specific guidelines can be found in the subject areas on the college portal, and subject teachers will advise the accepted method of referencing in their subject.



For all internally assessed/externally moderated work, in accordance with JCQ regulations, students will be given their mark before it is submitted to the exam board(s) and have the opportunity to appeal that mark if they have grounds to do so.

## INTERNAL APPEALS

Esher Sixth Form College is committed to ensuring that, whenever its staff mark students' work, this is done fairly, consistently and in accordance with the regulations, the awarding body specification, and subject-specific associated documents. If a student believes that this may not have happened in relation to their work, or believes that the markscheme may not have been applied appropriately, they may make use of the internal appeals process that is published on the college portal. An appeal must be made within the published timescale.

Further useful information regarding the appeal process can be found here [Esher Sixth Form College | College Policies](#)

## RESULTS & SUPPORT

The release dates and arrangements for results can be found here [Esher Sixth Form College | A level, BTEC & GCSE Results, Support & Post Results Services](#).

**Note** - If a student has applied to a university in another country it can be arranged for the exam boards to send results direct to the student as well as to Esher. This must be arranged in advance and each exam board has a process to follow on their website.

Students leaving college should note that their portal access and email accounts will be closed at the end of September. Students who have left earlier than the end of the academic year will not be able to access the college portal and so results will be sent by email. Before leaving college students must ensure their contact details on the database are correct and they have provided a personal email address for contact when their college account closes. This should not be a parent's email or a family group email, as results information is confidential and cannot be shared without permission.

## POST RESULTS SERVICES

Following the publication of results, exam board(s) offer a range of Post Results Services, including [Enquiries About Results](#) (review of marking) and [Access to Scripts](#) (copies of your exam papers). Detailed information can be found here at the appropriate time [Esher Sixth Form College | A level, BTEC & GCSE Results, Support & Post Results Services](#). All deadlines are final.

## CERTIFICATES

The College receives certificates for qualifications by the end of October following the summer exams. Until then, the only results information you will hold is on the portal. It is strongly advised that those results are saved onto a personal device. Certificates will be posted home, recorded delivery, during November. Certificates returned to college undelivered are kept in storage for 2 academic years after which they may then be destroyed. Copies are not kept. If you misplace your certificates you can apply direct to the relevant Exam Boards for replacements.

