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# External Assessment Policy (to include Controlled Assessment and BTEC)

## September 2022

BELFAST
ROYAL
ACADEMY

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| **Title** | Examinations Policy |
| **Summary** | This policy provides an overview of arrangements pertaining to examination |
| **Purpose** | To ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates.<br>To ensure the operation of an efficient examination system with clear guidelines for all relevant staff. |
| **Operational Date** | September 2022 (subject to changes made by the Examination Boards throughout the academic year in response to Covid-19 if applicable) |
| **Next Review Date** | August 2023 |
| **Author** | Vice Principal School Organisation and Examinations Officer |

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| **To be posted on School website** | Yes |
| **Date posted (if applicable)** | September 2022 |

## 1.The purpose of this Examinations Policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's Examination Processes to read, understand and implement this policy. This Examination Policy will be reviewed annually by the Head of Centre, Vice Principals and the Examinations Officers.

## 2.Roles and Responsibilities

### Principal

- Overall responsibility for BRA as an Examination Centre.
- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessment.

### Examinations Officer

- To manage the administration of public examinations.
- To advise the Senior Leadership Team, subject and class teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- To oversee the production and distribution to Staff and Candidates of an annual calendar for all examinations in which candidates will be involved and to communicate regularly with Staff concerning imminent deadlines and events.
- To ensure that candidates and their parents are informed and understand those aspects of the examination timetable that will affect them.
- To consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- To provide and confirm detailed data on estimated entries.
- To receive, check and store securely all exam papers and completed scripts.
- To administer Access Arrangements and makes applications for Special Consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to Candidates who are eligible for adjustments in examinations in conjunction with the Learning Support Co-ordinator.
- To identify and manage exam timetable clashes.
- To account for income and expenditures relating to all exam costs/charges.
- To manage the Chief Invigilator in organising the recruitment, training and monitoring of a team of Exams Invigilators responsible for the conduct of exams. A meeting with the Invigilation Team will take place at the start of each Examination Series to outline protocol.
- To oversee the submission of candidates' coursework marks, tracks despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

- To apply for any appeals/re-mark requests.
- To maintain systems and process the timely entry of candidates for their examinations.

**Assistant Examinations Officer**
To assist with all of the above

**Curriculum VP**
Inform Examinations Officer with information on all pupil class changes, including school leavers, school year repeaters and subject changes at all times throughout the academic year.

**School Organisation VP**
Oversight of external examinations including requests for access arrangements and special circumstances.

**Learning Support Co-Ordinator (and Assistant Learning Support Co-Ordinator)**
The school has appointed suitably qualified members of staff as Learning Support Co-ordinator and Assistant Learning Support Co-ordinator. These members of staff have attended training and have undertaken to avail of further training opportunities to ensure that they are in a position to carry out appropriate assessments and to advise the Examination's team including;

- Provide examination requirements for:
  o Statemented pupils.
  o Pupils requiring extra time/modified papers.
  o Pupils on long term absence due to SEN issues.
- Notification of Access Arrangements (as soon as possible after the start of the course and no later than two weeks before each examination season).
- Submission of candidate names to Subject Leaders.
- Administration of Access Arrangements.
- Identification and testing of candidates' requirements for Access Arrangements.
- Provision of additional support for candidates with identified additional needs including, English for speakers of other languages, IT equipment, iPads and tablets to help candidates achieve their course aims.
- As recommended by JCQ all Special Consideration Candidates and their details should be recorded and updated on SIMS (Learning Support Co-ordinator Records).

**Subject Leaders**

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Disseminate information from regular Examination Officer emails.
- Standardise coursework marks.

- Collect examination papers from pigeon hole, 24 hours after published start time of examination.
- Store all completed coursework securely and include details of how it is stored in departmental policy.

**Subject Teacher**

- Prepare pupils for external examinations.
- Display examination dates clearly in classrooms.
- Follow JCQ coursework guidelines.
- Mark controlled assessment and coursework accurately following departmental policy.
- Return all coursework to Subject Leader for secure storage.

**Class Tutor**

- Distribute examination entries and collect pupil signatures as verification.

**Careers Teacher**

- Provide guidance and careers information to candidates.

**Chief Invigilator/Invigilators**

- Collection of examination papers and other material from the Examinations Officer before the start of the examination.
- Collection of all examination papers in the correct order at the end of the exam and their return to the Examinations Office or for collection by CCEA (or posting). Attend relevant Training Courses.

**Bursar**

- Ensure Access NI checks for all invigilators are in place.

**Candidates**

- Confirm and sign entries.
- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- Inform Examinations Officer if additional qualifications are being undertaken in a different centre.
- Arrive on time and equipped for timetabled examinations.

**IT Technician**

- Provide and prepare suitable computers as needed in consultation with the Examinations Officer.
- Set up Language Listening Examinations on shared computers immediately prior to Examination start time.
- Configure software as per JCQ guidelines.

**Administrative Staff**

- Provide lanyards and signing in book for invigilators.

## 3.Statutory Tests and Qualifications offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Curriculum Vice Principal and Subject Leaders.
- The statutory tests and qualifications offered include GCSE, A Levels and BTEC.
- The subjects offered for these qualifications in any academic year may be found in the BRA's Prospectus for that year.

***If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by the 30th September of current Exam Series by the Subject Leaders.***

At Key Stage 3
A small minority of candidates will sit a GCSE in a native language providing the Principal has granted permission following a written request from a parent or guardian.
At Key Stage 4
All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
At Post-16
It is expected that AS modules will be completed during year 13 and A2 in Year 14.

## 4.Examination Seasons and Timetables

### Examination Seasons

Internal exams are scheduled in December and June. M6 Mocks and summer examinations will be held under formalised examination conditions. The examinations will be held in fixed locations e.g. junior school in rooms, senior school in the designated examinations hall. External examinations are scheduled in November (Single Award Science), January (GCSE Maths, BTEC resits), March (Single Award Science), May, and June. The Examination Series used by the Centre is decided by the Head of Centre.

### Venue

- The majority of external examinations will take place in the Sports Hall.
- Additional rooms will be utilised based on numbers/requirements.
- JCQ posters will be displayed as required outside/inside each examination room.

### Examination Timetables

- The Examinations Officer will circulate the examination timetables for external examinations once these are confirmed.
- Students must check these timetables and ensure all of their scheduled examinations are correct - any issues they must speak to the Examinations Officer as soon as possible.

### Late arrivals

- Candidates are responsible for their prompt arrival to each examination.
- Candidates are allowed late entry at the Chief Invigilator's discretion, in line with JCQ guidelines.

**Child Protection**

*Invigilators*

Invigilators will be subject to Access NI checks.

Invigilators will sign in on each visit.

Invigilators will familiarise themselves with our school Child Protection policy prior to their first period of cover.

*External candidates*

Only past-pupils have access to our centre, in their first year of leaving.

No other adults, except for invigilators, are present during the examination seasons.

**GDPR**

All staff and pupils must follow GDPR school policy, each student will receive a copy of the JCQ document relating to GDPR;
https://www.jcq.org.uk/wp-content/uploads/2020/08/Information-for-candidates-Privacy-Notice-19-20-v2.pdf

## 5. Entries, Entry Details, Late Entries and Resits

*Entries*

- Candidates are selected for their examination entries by the Subject Leaders and Teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal. Provision of withdrawal requires approval from the SLT and Principal.
- The Centre accepts external entries for past pupils of one year only.

*Late Entries*

- Entry deadlines are circulated to Subject Leaders.
- Late entries are authorised by Head of Centre and Examinations Officer (but paid for by Departments, or the student depending on the circumstances).

*Resits*

- Candidates are allowed 1 resit per subject in GCSE which they must pay for.
- Candidates are allowed 1 resit per module in AS which they must pay for.
- Candidates may be allowed resits in A2.
- Resit decisions will be made in consultation with the Candidates, Subject Teachers, Examinations Officer and Subject Leaders.

*Administration of resits*

- Pupil must collect the relevant resit form from the Examinations Officer.
- Pupils complete form fully/ module and season– one per unit.
- Pupil leaves form and payment with the Examinations Officer and is given a receipt.
- Forms marked as paid and processed by the Examinations Officer.

*Examination fees*

- GCSE, AS and A2 initial registration and entry examination fees are paid by the Centre.
- Late entry or amendment fees are paid by the Departments, or the student depending on the circumstances.

- Candidates or Departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, **provided these are made within the time allowed by the awarding bodies.**
- Resit fees for all resits are paid by the student.
- Candidates must pay the fee for an enquiry about result, (EARS) and Access to scripts (ATS).
- **Failure to attend any externally timetabled examination, without a valid reason, may result in candidates being billed for the full cost of the entry.**

## Withdrawals

- All pupils within the BRA remain as internal candidates for entry purposes.
- All pupils following 2-year courses are entered for the required examination and coursework units unless an agreement has been made with parents/guardians.

For a withdrawal to take place

- Parents will be fully informed of the individual situation in relation to the pupil.
- Parents will be made aware that this is *their* decision.
- Parents will provide written consent.
- Evidence will be collected over an appropriate time period demonstrating the need for withdrawal. Information may be gathered from Learning Support co-ordinator – information relating to academic needs.

## 6.Special Educational Needs & Disability (NI) Order 2005, SENDO, Access Arrangements

**All Examination Centre Staff** must ensure that the Access Arrangements and Special consideration regulations and guidance are consistent with the law.

### Special Needs

- A candidate's special needs requirements are determined by the Learning Support Co-ordinator. All evidence to be retained by the Learning Support Co-ordinator.
- Parents to be informed by Learning Support Co-ordinator of the Access Arrangement by telephone call (recorded will be on SIMS). The Learning Support Co-ordinator will also explain to pupils what these arrangements are. These pupils must also sign the "Data Protection Notice" which is again the responsibility of the Learning Support Co-ordinator.
- The Learning Support Co-ordinator will inform individual staff of any special arrangements that individual candidates may be granted during the course of the exam.

### Access Arrangements

- Making special arrangements for candidates to take examinations is the responsibility of the Learning Support Co-ordinator, as is submitting completed Access Arrangement applications to the Awarding Bodies with the help of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Learning Support Co-ordinator.
- On the day of the exam, the Assistant Examinations Officer will collect papers in a sealed envelope from the Sports Hall, they will deliver to the correct room and return to the

Examinations Officer once completed. A check should also be made that all SEN pupils are in the correct room with the correct staff.

- Invigilation and support for Access Arrangement candidates will be organised by the Learning Support Co-ordinator.
- This includes all invigilation staff being informed of specific arrangements and their role in the Invigilation process as outlined in the JCQ Access Arrangements document.

## 7. Estimated Grades

The Subject Leaders will submit estimated grades, when requested by the Examinations Officer.

## 8. Managing Invigilators and Examination Days

### Managing Invigilators

- External Invigilators will be used for all examination supervision. The recruitment of invigilators is the responsibility of the Chief Invigilator and Examinations Officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for the new invigilators is the responsibility of CCEA.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by CCEA.
- No relative of any of the candidates must be in the hall along with the candidates during the examinations.

### Examination Days

- The Examinations Officer will book all examination rooms (following consultation with other users), make the question papers, other examination stationery and materials available for the invigilator.
- Site Management/Examinations Officers are responsible for setting up the allocated rooms.
- The Chief Invigilator will start all examinations in accordance with JCQ guidelines.
- In practical examinations, subject teachers may be on hand in case of any technical difficulties.

### Procedure for Emergency Evacuation of Exam Site

- A copy of the Emergency Evacuation Procedure document must be at hand in each examination room.
- Evacuated Candidates must go to the **specified Assembly Point**.
- Candidates must remain there, in isolation and under examination conditions, returning to the Examination Halls to complete the examination.
- The hall is to be made as secure as practically possible (without putting anyone at risk) as soon as the last candidate has left.
- A report will be submitted to the relevant Examination Board.

### Examination Papers

- These must only be opened in the examination hall and not removed from the examination room before the end of a session. Subject teachers must not be present in the hall during an examination.
- Papers will be collected by (or distributed to) Subject Leaders after 24 hours of the examination's published starting time.

## Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

### Results

- Candidates will receive individual results slips on results days in person at the Centre.
- Arrangements for the school to be open on results days are made by the Head of Centre.
- The provision of Staff on results days is the responsibility of the Head of Centre.
- Candidates who cannot be present may authorise/nominate someone (in writing only) to collect their results.
- Results will only be shared in person.
- Results cannot be made available before 8am on results day (as per JCQ guidelines).

### EARs (Enquiry About Results)

- EARs may be requested by centre Staff or Candidates if there are reasonable grounds for believing there has been an error in marking.
- Candidates must be made aware that with re-mark scripts there is the possibility that their marks may be lowered, unchanged or increased.
- The fee for this remark will be paid by the candidate.
- This fee will be reimbursed if the appeal is upheld.

### ATS (Access to Scripts)

- After the release of results, candidates may ask Examinations Officer to request a photocopy or original copy of their script.
- The fee will be paid by the candidate.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- The fee for this service will be paid by the relevant Department.
- Re-marks cannot be applied for once the original script has been returned.

### Certificates

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party from the School Office, provided they have been authorised to do so.
- The Centre retains certificates for one year only.

## Appeals

Any requests for appeal by a candidate, or parent/guardian of a candidate, should be made in consultation with the Subject Leader who will advise if the basis of the Appeal is suitable for investigation. The Subject Leader will then contact the Examinations Officer to investigate further and prepare the necessary paperwork. This will be signed off by the Head of Centre and forwarded to the relevant Examination board.
If any individual teacher has an issue with any examination arrangements or any queries brought to them by students in their teaching groups or form class, please inform the Subject Leader.
The Head of Centre and Examinations Officer appeals against any issues of malpractice, or any other issues reported to awarding bodies, that a candidate or parent/guardian may disagree with.

See also JCQ https://www.jcq.org.uk/wp-content/uploads/2020/08/Information-for-candidates-Privacy-Notice-19-20-v2.pdf

## Candidates, Clash Candidates and Special Consideration

Candidates

- The Centre's published rules (JCQ) on school uniform, behaviour and candidates' use of mobile phones and all electronic devices (including smart watches) apply at all times. All standard wrist watches must be placed on the desk during the examination.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage (this includes mobile phones and other electronic devices).
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- The Examinations Officer, Assistant Examinations officer or member of SLT will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Candidates

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and making arrangements for overnight supervision.

Special Consideration

- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be unwell during the examination itself, it is the candidate's responsibility to alert the Centre, or the Invigilator, to that effect.
- Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's Doctor.
- The Vice Principal, in consultation with the Examinations Officer will make a Special Consideration application to the relevant awarding body.

## Coursework, Controlled Assessments and Appeals against Internal Assessments

Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Subject Leaders will ensure all coursework is ready for despatch at the correct time.

Controlled Assessment

- It is the responsibility of each Subject Leader to obtain the controlled assessment task details from the examination boards.

- The Subject Leader should choose the most appropriate time for the controlled assessment to take place.

- The controlled assessment may take place during timetabled class time.

- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. All staff should be notified when high level controlled assessment is taking place.

- If specified by the Examination Board, relevant display materials must be removed or covered up.

- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under examination conditions.

- Separate user accounts for examination use must be used for high control level work. The procedures set out by the Examination Board must be followed – these may stipulate that pupils should have no access to internet or e-mail. Pupils must only be able to access work during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and stored securely.

- All assessment materials must be stored securely at the end of each session. The final assessment work should be kept in Departments until requested by the Examining Body.

- If a pupil is perceived to have taken the controlled assessment under adverse circumstances, Subject Leaders are asked to refer the matter to the Vice- Principal with responsibility for Special Consideration, who will inform the Examination Board at the appropriate time.

- If a student is absent, the teacher must allow that student the opportunity to make up the time if necessary. This may be organised centrally by Departments and may take place outside normal timetabled class time e.g. lunchtime or after school. It may be necessary for Heads of Year/ Subject Leaders to contact parents/guardians to confirm the expected date of the pupil's return to school so that appropriate assessment arrangements can be put in place.

- If a candidate has prolonged absence, due to an unforeseen illness or other serious misfortune during the period when controlled assessment work was produced, Subject Leader are asked to refer the matter to the Vice- Principal with responsibility for Special Consideration, who will inform the Examination Board. Pupils should nonetheless be expected to complete the assessment at a later date if possible.

- Entries for controlled assessment must be made at the appropriate time.

- Attendance records from assessment sessions should be kept by the class teacher.

- Work should be submitted in the format appropriate to the controlled assessment. Printouts, charts and videos may be included where appropriate.

- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

- Where work is assessed by the teacher and externally moderated by the examination board, standardisation of marking must take place in the school if more than one teacher is involved in the assessment process.

- If suspected malpractice occurs, the Examination Officer must be informed.

- If a student's work is mislaid within the school, the procedures set out by the Examination Board should be followed.

- Authentication forms must be signed by the teachers and candidates.

- Access arrangements do apply to controlled assessment.

- The assessment marks must be submitted to the examination board by the appropriate date.

- Candidates' work must be securely stored until all results have been verified.

Appeals against Internal Assessments
The Centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer.
The main points are:

1. Appeals will only be entertained if they apply to the *process* leading to an assessment.
2. There is no appeal against the mark or grade awarded.
3. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
4. Appeals should be made in writing by 5.00pm 13th May 2022 to the Head of Centre who will decide whether the process used conformed to the necessary requirements.
5. The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

**BTEC**

1. For each qualification a Lead Internal Verifier (LIV) must be identified and registered with Pearson.
2. The LIV should have, or be seeking to obtain, within a defined timescale OSCA (Online Support for Centre Assessors) accreditation.
3. It is the responsibility of the LIV to ensure all Assignment Briefs meet the grading criteria. The Assignment Briefs will be checked by other staff delivering the course for their suitability.
4. The tasks will be completed during a combination of the timetabled classes, study periods and home work sessions.
5. In case of the event of a period of absence for the Lead Internal Verifier one of the other staff delivering the course must have a working knowledge of the system and processes that must be followed. If that absence is in-definite then the 'Protocol for new LIV' document must be implemented.
6. Students work will be collected upon the completion of the first draft of each task and appropriate feedback is given through the Assessors Comment Sheet. This feedback must be given within 4 weeks of the initial submission of the work.
7. After initial feedback, students will be given the opportunity of one resubmission agreed by the LIV. This must be resubmitted within 10 working days of that initial feedback.
8. When work is marked by those delivering the course standardisation of the marks will be carried out by the LIV. In the case of the LIV another teacher will check their marking.
9. A spreadsheet will be kept and regularly updated of the students' progression and achievement in each task in relation to the success criteria.
10. All assessment materials must be stored securely upon completion until the results have been verified or the work is requested by the Examining Body.
11. This work is then held for 12 weeks after the students have received certification for the course. When this period has elapsed the work can be returned to the students, whilst the accompanying material with the assessments is kept on file for 3 years.
12. An Assessment Plan for all the units currently being delivered must be kept on file – to date this is exclusively the BTEC Sport.
13. Entries for the BTEC qualifications must be made at the appropriate time (in line with the BTEC Timeline document). The LIV will provide a list of students involved to the Quality Nominee (QN), who is responsible for entering the candidates. The QN will get the LIV to check this list is correct, before sending it electronically to Pearson.
14. If suspected malpractice occurs the QN should be informed. If the candidate is suspected to have plagiarised material, feedback to that affect will be given in the Assessors Comment Sheet. If such materials appear in the final draft no credit will be given for that work.
15. Authentication forms must be signed by the teachers and candidates.
16. The assessment marks must be submitted to the examination board by the appropriate date, in order to allow certification. The QN and LIV will submit these marks on or before June 1st to allow the learners the 14 days to appeal the outcome of their work if necessary. This will allow enough time to apply for the certificates so they will arrive to be stored securely and given to the candidates on A-Level results day.
17. If Students do not complete the entirety of the course, the various levels of fall back certificates will be offered to students for those sections that have been completed. This certification will take place routinely at the same time as certificates are being sought for those who have completed the full course.

18. If a student is unhappy with the mark they have received in their work, they can appeal the outcome. This must be done following the Appeals Policy. This policy must be shown to students as they start their BTEC course in September of their L6th year.

Succession of a Lead Internal Verifier

1. Within each program of study there must be a second member of staff who is delivering the course alongside the LIV.
2. This person should work closely with the LIV and must understand the processes that the LIV goes through in relation to their role and function. This would include:
    a. Working with the QN to register candidates.
    b. The process by which OSCA accreditation is achieved.
    c. The method by which Assignment Briefs are selected, to ensure suitability.
    d. Internal Verification of learner work.

## BTEC Registration and Certification Policy and Procedures

1. Each student will be registered within the awarding body requirements. The Quality Nominee will send a memo to the Subject Leader requesting BTEC Course details, Programme Number and QAN code.

2. The Quality Nominee will produce a class list in .csv format to be submitted to Edexcel online. Prior to this being uploaded the QN will meet with the LIV of the subject to check the class lists the Programme Number and QAN code and as necessary make any amendments.

3. QN will register students on **Edexcelonline** by the **31st October**. Confirmation will be printed and distributed to Subject Leaders.
4. Make each student aware of their registration status. (**LIV, QN**)

5. Inform the awarding body of withdrawals, transfers or changes to student's details by the closing date of 31st January. (QN/LIV**)**

6. Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (**QN/LIV)**

7. Authentication forms must be signed by the teachers and candidates.

8. The assessment marks must be submitted to the examination board by the appropriate date, in order to allow certification. The QN and LIV will submit these marks on or before June 1st to allow the learners the 14 days to appeal the outcome of their work if necessary. This will allow enough time to apply for the certificates so they will arrive to be stored securely and given to the candidates on A-Level results day.

9. If Students do not complete the entirety of the course, the various levels of fall back certificates will be offered to students for those sections that have been completed. This certification will take place routinely at the same time as certificates are being sought for those who have completed the full course.

10. If a student is unhappy with the mark they have received in their work, they can appeal the outcome. This must be done following the Appeals Policy. This policy must be shown to students as they start their BTEC course in September of their L6th year.

11. Audit certificate claims made to the awarding body. (**QN/LIV)**

12. Audit the certificates received from the awarding body to ensure accuracy and completeness. **(QN)**

13. Keep all records safely and securely for three years post certificate**. (EO, QN, HOL/LIV)**

**Assessment Requirements for University**

Entries for tests such as UCAT/BMAT/LNAT/HPAT are the responsibility of the pupil applying. Pupils are required to register for these tests independently and it their responsibility to make all the necessary arrangements pertaining to such assessments.