



SCLS Examination & Certification Procedure **2020/2021**

Date reviewed: 8th April 2020

Next review date: April 2021

Exam and Certificate Procedure

The purpose of this procedure is to ensure Sefton Community Learning Service (SCLS) implement the planning and management of exams, making sure that they are conducted efficiently and in the best interest of candidates and in line with the Awarding Body, i.e. Ascentis, NCFE, Highfield and Edexcel. This procedure should be read in conjunction with the Examination and Invigilation Policy.

- 1.1 All learners being entered for an exam must be registered on the correct program and level. This is the tutor and admin staff responsibility to ensure this is carried out.
- 1.2 Learners should only be entered for exams when tutor, in discussion with the Curriculum Officer deems the learner to be ready to undertake the examination. Curriculum Officer will enter learners' details in the Qualification Data spreadsheet.
- 1.3 The correct exam registration forms should be used. **Tutors are responsible to ensure the forms are correctly completed.** (Tutors must ensure that learners provide up to date contact details and that learners enter their names clearly and accurately). Forms should be submitted directly to the Curriculum officer.
- 1.4 Any learning need requirements or specific access arrangements must be submitted to the exams officer **at least 6 weeks** before the exam date. (Awarding body's policies on exams access arrangements must be followed, including providing evidence for access arrangement needs).
- 1.5 The exams officer will register learners with the relevant Awarding Body and complete the Qualification Data spreadsheet.
- 1.6 The exams officer will notify learners of date and time of examinations and remind learners they need to bring I.D. with them on day of examination. **If any learners do not sit an examination (for reasons other than illness) or do not submit coursework after an entry has been made, they will be expected to repay any entry fees paid by the Service and may be withdrawn from that course.**
- 1.6 Learners must arrive at the centre 20 minutes before the exam, I.D. must be shown to Exams office / Admin when booking into reception.
- 1.7 Invigilators must ensure that once learners enter the examination room all mobile phones and media equipment are turned off and away in bags. Learners must be informed that anyone seen using a mobile phone or media equipment will be disqualified and appropriate procedures outlined in examination board's policy will be followed.
- 1.8 When results are confirmed and certificates received, the exams officer will send a letter to inform learners they have passed and that they can collect certificates from reception, in order to collect the certificates learners **must** provide **I.D.** and sign upon receipt of certificate. If a learner is unable to collect in person, they may send someone else, as long as they have a signed letter from the learner requesting the named person to collect the certificate. The **named person** must provide **I.D.** when they collect the certificate.

Errors on certificate must be reported by the learner within **7 days** to the exams officer. There will be a charge for replacement certificates in accordance with the awarding body's policy.