

**OSC88**



# **Examination Policy**

Approved by: Policy and Procedure Approval Meeting  
Date: 22 March 2024

**To be read in conjunction with OSC 06 Malpractice & Maladministration Policy**  
**To be reviewed: March 2025 and annually thereafter**

## **Contents**

- 1. Key Staff**
- 2. About the Policy**
- 3. Roles and responsibilities**
- 4. The Qualifications**
- 5. Exam seasons, Timetables and Clashes**
- 6. Entries, Entry Details, late Entries and Re-sits**
- 7. Exam fees**
- 8. The Disability and Equality Act, Special needs and Access Arrangements**
- 9. Internal Assessment Grades**
- 10. Managing invigilators and Exam days**
- 11. Candidates, clash candidates and special consideration**
- 12. Coursework and appeals against internal assessments**
- 13. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 14. Certificates**
- 15. Contingencies**

## 1. Key Staff

Head of Centre: CEO and Principal, Orbital South Group	Lindsay Pamphilon
Chief Operating Officer	Eva Dixon
Assistant Principal – Quality & Student experience	Nicola Parrott
Safeguarding & Wellbeing Manager	Maisie-Lynne Coutet
Inclusion Manager / SENCO	Jo Yarlett & Karen Richardson
Head of Exams	Fi Taylor
Deputy Exams Manager	Sam Izzard
Examinations Administrators	Simon Pick Michaela Bates Nana Osie

## 2. The purpose of this policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

Orbital South Colleges (East Surrey and John Ruskin) are committed to actively promoting equality of opportunity and ensuring that diversity among learners and staff is valued and respected.

This policy also applies to partners and sub-contractors who are not recognised as an Exam Centre in their own right.

We will ensure that:

- all centre staff involved in the exams process clearly understand their roles and responsibilities.
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that "... the integrity and security of the examination/assessment system is always maintained and is not brought into disrepute." [JCQ General Regulations for Approved Centres (GR) 1]
- all candidate data required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (see Appendix 5).
- exam candidates understand the exams process and what is expected of them.

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

**This policy will be communicated to all relevant Centre staff.**

## Scope

- To annually establish the suite of qualifications offered by the College
- To facilitate access to the exam series in accordance with external schedules and curriculum planning
- To provide timely procedures for examination entries
- To track and monitor examination entries
- To work within funding parameters to support learner access to examinations
- To implement a resit examination procedure
- To comply with equality legislation and provide those learners that require a reasonable adjustment with appropriate access to examinations

- To ensure appropriate contingency planning for examinations in line with JCQ and awarding organisation expectations
- To provide an invigilation service in accordance with College and JCQ expectations
- To investigate any suspected malpractice in line with the College Malpractice and Maladministration Policy
- To maintain examination papers in secure locations according to JCQ and awarding organisation expectations
- To submit to awarding organisations any requests for special consideration for candidates as they arise
- To coordinate, track, record and despatch controlled assessment and internally assessed work in accordance with awarding organisation and College expectations
- To have in place appropriate internal appeals procedures
- To provide candidates, curriculum staff and managers with results in a timely manner
- To ensure procedures are in place to facilitate enquiries about candidate or cohort results following their dissemination by the awarding organisations
- To ensure procedures are in place to facilitate candidate and staff access to examination scripts as part of the Post Results Service
- To provide candidates with certificates following achievement of qualifications

### **3. Roles and responsibilities**

#### **Head of Centre: CEO & Principal**

Has overall responsibility for the College group as an Exam Centre, and has delegated the authority, where possible, to the Chief Operating Officer. The Chief Operating Officer will make top level decisions and support Head of Exams to ensure compliance:

- Advise on appeals and reviews of marking
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document on suspected malpractice in examinations and assessments. The Head of Centre commits to ensuring that awarding bodies' malpractice and maladministration policies and procedures are followed
- Conflicts of Interest

#### **Directorate responsibilities**

- ensure that the College has appropriate accommodation to support the size of the cohorts being taught
- understand the contents, refer to and direct relevant College staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for Conducting Examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice in Examinations and Assessments (SMEA)
  - Instructions for Conducting Non-examination Assessments (NEA) (and the Instructions for Conducting Controlled Assessment and Coursework)

#### **Directors of Learning responsibilities**

- ensure that curriculum models and the delivery of teaching & learning has fully prepared candidates for their examinations
- ensure that staff within their area of line management undertake key tasks within the exams process and meet internal deadlines set by the Head of Exams.
- Ensure that course and exam information is correctly set up on EBS Client.
- Check achievement reporting using EBS Client and report any anomalies to MIS in accordance with College procedures

### **Quality Team responsibilities**

- act as a key point of contact for awarding organisations in relation to controlled assessments;
- understand the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Suspected Malpractice in Examinations and Assessments
  - Post-Results Services (PRS)
- report all suspected or actual incidents of malpractice in examinations with regard to members of staff/students - refer to the JCQ document Suspected Malpractice in Examinations and the College Malpractice and Maladministration Policy.
- 

### **Head of Exams/Exams Team**

Manage the administration of public exams and analysis of exam results:

- Advise the Executive Leadership Team, Curriculum Managers, Subject Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of the exam timetable that will affect them.
- Consult with Teaching Staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and make applications for special consideration using the JCQ document "Access Arrangements, Reasonable Adjustments and Special Consideration".
- Identify and manage exam timetable clashes, including arranging for clash students to be escorted.
- Account for income and expenditures relating to all exam costs/charges.
- Line-manage the invigilation team, their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track dispatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals /re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Implement this policy in accordance with all other College policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and Data Protection Act.

### **Curriculum Managers/ Programme Managers**

- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Comply with Awarding Organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework marksheets/declaration sheets and adhere to deadlines.
- Inform the Exams Office of changes to course/entry/levels.

### **Personal Tutors/Student Services**

- Provide guidance and careers information.

### **Course/Subject Teachers**

- Provide details of additions or removals from candidate lists.
- Return completed Exams documentation to the Exams Office to meet the internal deadlines to avoid Awarding Organisation penalty fees.
- Notification of any access arrangements requirements if not already identified through the application process.
- Submission of candidates' names for registration or exam entry to the Exams Office.

### **Inclusion Manager**

- Oversee referrals and assessing candidates' requirements for access arrangements.
- Review the exam access arrangement procedure and guidance document.
- Liaise with Exams Office to organise exam access arrangements.
- Provide additional support in terms of access arrangements (where approved) e.g., reader, scribe, prompt
- Process to check the qualifications of the centre assessors and that the correct procedures are followed.

### **Lead Invigilator /Invigilators**

- Check the examination room prior to the arrival of candidates to ensure that:
  - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
  - No display materials that might be helpful to candidates are visible.
  - A reliable clock of readable size is visible to each candidate.
  - Ensure notices are displayed in accordance with JCQ regulations.
  - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to the JCQ document Instructions for Conducting Examinations.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
  - The official examination stationery is issued to candidates. No other stationery, including paper for rough work, is permitted.
  - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
  - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this responsibility.
- Complete the Attendance Register during the examination and inform the Exams Office

of any absentees.

- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the College's safeguarding policy and procedures

### **Candidates**

- Check personal exam entries on receipt of statement of entry and inform the Exams Office of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own (including referencing the use of AI in assessments)
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

## **4. The Qualifications Offered**

The qualifications offered at this Centre are approved by the Executive Leadership Team.

The subjects offered in any academic year may be found in the Centre's published prospectus for that year and on the College website. If there has been a change of syllabus/ specification from the previous year course information **must** be updated with MIS **before teaching begins**. The Exams Office must be informed by the 1<sup>st</sup> October for all qualifications.

## **5. Exam Seasons, Timetables and Clashes**

### **5.1 Exam seasons**

Curriculum Managers have responsibility for giving the Exams Office the appropriate notice period for the scheduling of exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Curriculum Managers must liaise with Programme Managers /Exams Office to oversee and plan the scheduling of exams for their subject area. This includes decisions on exams series.

All internal exams are held under external exam conditions.

### **5.2 Timetables**

The Exams Office will provide access to the main timetable of all external exams on SharePoint. The Exams Office or a member of staff from Rooms/Timetables will add room details. Allocation of Invigilators will be the responsibility of the Exams Office.

## **6. Entries, Entry Details, Late Entries and Resits**

### **6.1 Entries**



Normally candidates are selected for their exam entries by the Programme Managers and Subject Teachers. However, a candidate has the right to request a subject entry, change of level or withdrawal but there is an expectation that this would be following a discussion with their Subject Teacher.

## **6.2 Entry details**

All individual candidate statements of entry will be posted to the candidates' home address.

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites.

The centre does not normally accept entries from external candidates.

## **6.3 Late entries**

Late entries are authorised by the Directors of Learning and the Head of Exams only.

The deadlines for late entries are available from the Exams Office or the Awarding Organisation websites. Late entries will be subject to a fee levied by the Awarding Organisation.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

## **6.4 Resits**

Re-sit decisions are made in consultation with the Subject Teacher, Exams Office and the candidate. Re-sits will be subject to a fee levied by the Awarding Organisation.

## **7. Exam Fees**

Normal registration and exam fees for the first sitting are paid by the Centre for fully funded candidates with an active enrolment.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of other mitigating circumstances. The Exams Office will charge a standard non-attendance fee (to post-16 students) of £10 for any timetabled exam or assessment missed without supporting evidence.

Late entry or amendment fees are paid by the curriculum department requesting to make the change.

Re-sit fees are paid by the candidates. This also applies to candidates re-sitting a year already taken and taking units that they sat previously (see also section 6.4: Re-sits).

## **8. The Disability and Equality Act, Special Needs and Access Arrangements**

### **8.1 Disability and Equality Act**

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

### **8.2 Additional needs**

Subject Teachers will need to identify candidates with additional needs and where exam access arrangements are required, refer them to the Additional Learning Support team. Following an assessment, the ALS team will inform individual staff of any special arrangements that candidates may be granted during the course and in the exam.

### **8.3 Access arrangements**

Candidates who may require access arrangements are identified during the admissions process or enrolment.

Course Tutors/Personal Tutors identifying candidates who may require access arrangements after the start of the course should contact the Learning Support department at the earliest opportunity. It is the Course Tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is the responsibility of the Exams Office in liaison with ALS. ALS have a separate Access Arrangements Procedure.

## **9. Internal Assessment Grades**

Internal Assessment Grade forms are to be completed and returned via the Directors of Learning/Programme Managers/Curriculum Leaders to the Exams Office to meet the Awarding Organisations' published deadlines.

## **10. Managing Invigilators and exam days**

External Invigilators will be used where possible for all exams apart from some internally assessed components/controlled assessment.

The recruitment of Invigilators is the responsibility of the Exams Office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the People Team.

Invigilators' rates of pay are set by the College.

### **10.1 Exam days**

The Exams Office or designated Rooms/Timetable staff will book all exam rooms after liaison with other users. The Facilities Team are responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present prior to the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted and must leave the room before the examination begins.

In practical exams Subject Teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by Subject Teachers or removed from the exam room before the end of a session. Papers will be distributed to Programme Managers the following day.

### **10.2 Grade Entry**

All grade entries to be reviewed by at least 2 people before submission. Grade entry will be submitted by 1 member of the exams team and prior to final submission, another member will review the entry.

## **11. Candidates, clash candidates and special consideration**

Candidates must provide **identification** in the form of their student ID card, passport or driving licence. JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal Centre rules on dress and behaviour apply.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates will not be allowed to leave the exam room until the published finishing time.

The Exams Office staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue, but this will only be available to students who have a problem with their own equipment (e.g., breakages during the exam).

### **11.1 Clash candidates**

The supervision of candidates between exams is the responsibility of the Exams Office. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

### **11.2 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the College, Exams Office or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the College supports the application the Exams Office will then forward a completed special consideration application to the relevant Awarding Organisation within the JCQ's recommended deadlines.

There is a separate Examination Special Consideration Procedure.

## **12. Coursework and appeals against internal assessments.**

### **12.1 Coursework**

Candidates who have to prepare coursework must submit by the required date.

The Directors of Learning/ Programme Managers will ensure all coursework is marked/internally verified in line with Awarding Organisation requirements. Curriculum Managers have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work.

Programme Managers will ensure that all internal verification is completed by College internal deadlines. The Exams Office will ensure that the work is dispatched at the correct time and that a record of what has been sent, when and to whom is maintained.

Marks for all internally assessed work are provided to the Exams Office by the Programme Managers. These should be received by the Exams Office to meet the internal Exams Office Deadline.

### **12.2 Appeals against internal assessments**

The Centre is obliged to publish a separate policy on this subject, which is available from the Curriculum Manager.

The main points are:

12.2.1 Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e. the mark or grade awarded.

12.2.2 Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently, or not in accordance with the specification for the qualification.

- 12.2.3 In the first instance the student should raise any concerns about the assessment process with the teacher.
- 12.2.4 If the student remains concerned having spoken to their teacher, they should contact their Personal Tutor or a nominated person
- 12.2.5 The tutor or nominated person will ask the student to make a written appeal which will be submitted to the relevant College Manager. The grounds for the appeal must be clearly stated.
- 12.2.6 The findings will be notified in writing, copied to the Head of Centre and recorded for Awarding Organisation inspection.

## **13. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **13.1 Results**

All individual candidate statements of results for General Qualifications received during the course will either be posted to the students' home address or collected in person from the Exams Office.

### **13.2 Enquiries About Results**

EARs for General Qualifications may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee is payable by either the candidate or the curriculum area depending on who has requested the EAR.

### **13.3 Access To Scripts (applicable to General Qualifications only)**

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

Where an Awarding Organisation supplies the requested script electronically, the Exams Office will print and send the document to the candidate's home address.

If a result is queried, the Exams Office in conjunction with teaching staff or Head of Centre will investigate the feasibility of asking for a review of marking at the curriculum areas' expense. Otherwise, the candidate will pay for the review themselves. If there is a change in unit grade the candidate will receive a refund from the Exams Office.

Curriculum Managers may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.  
(See also Section 5: Exam fees)

There is a separate Examination Enquiries about Results & Access to Scripts Procedure.

## **14. Certificates**

Certificates are collected in person if a candidate requests this.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so and provide their own identification.

Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for one year any certificates not collected 1 year from date of issue will be securely destroyed.

## **15. Contingencies**

In the event of the Exam Manager being incapacitated, the Deputy Exams Manager Administrator will step

up to this role, with the support of the Head of MIS.

In the event of the Deputy Exams Manager and the Head of Exams being incapacitated, then the Head of MIS together with the Senior Exams Administrator, Assistant Principal for Quality & Student Experience and the Chief Operating Officer will take over responsibility of the running of the Exams Department.

In the event of total building / site failure a reciprocal arrangement is in place with our partner John Ruskin College to use each other's facilities as alternative exam venue.

JOHN RUSKIN COLLEGE  
Selsdon Park Road  
South Croydon  
CR2 8JJ

Tel: 020 8651 1131

[www.johnruskin.ac.uk](http://www.johnruskin.ac.uk)

[exams@johnruskin.ac.uk](mailto:exams@johnruskin.ac.uk)

The College will not be without power unless the entire local area suffers power outage. In the event of a power failure, exams can be moved to different locations in the College. All blocks are on separate power and ring mains.

Other possible scenarios for which contingency plans are in place:

### **1. Failure of IT systems**

If any of the following occurs:

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

#### **Centre actions:**

- The Head of Exams will contact all Awarding Organisations directly to arrange alternative methods of information exchange.
- This may involve making entries or receiving information from another venue. At all times during the system failure the Head of Exams will liaise with the Awarding Organisations and College management to minimise disruption and costs incurred.

### **2. Disruption of teaching time – centre closed for an extended period**

- If Centre is closed or candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning.

#### **Centre actions:**

- College SLT and Governing Body responsible for decisions relating to continuing teaching and learning, and for communication with parents and students. This may include using other venues or technological solutions. Priority would be given to exam cohorts.
- Head of Exams to contact Awarding Organisations for advice regarding special consideration.

### **3. Centre unable to open as normal during the exams period**

- If Centre unable to open as normal for scheduled examinations

\*In the event that the Senior Leadership Team decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding Organisations will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take

scheduled examinations.

**Centre actions:**

- The nature of the College means that it would be extremely unlikely that the whole site could not be opened, therefore there would be areas or other campuses that could be utilised in such an emergency.
- If other campuses were not available either, an alternative venue would be sought. Head of Exams will contact the relevant Awarding Organisations to discuss alternative arrangements and special consideration if appropriate.

**4. Candidates unable to take examinations because of a crisis locally (Centre is open normally)**

- If Candidates are unable to attend the examination centre to take examinations as normal due to a local crisis or adverse weather conditions

**Centre actions:**

- The Head of Exams will contact the relevant Awarding Organisations to discuss alternative arrangements and liaise with the Chief Operating Officer to take appropriate action.
- Depending on the nature of the crisis and number of candidates affected, with permission of the Awarding Organisation hold the exam(s) at a later time and if necessary, hold other candidates for security reasons
- Head of Exams to contact Awarding Organisations regarding special consideration.

**5. Disruption to the transportation of completed examination scripts**

- If a delay in normal collection arrangements for completed examination scripts
- **Centre actions:**
- If a local difficulty, the Head of Exams will contact the Awarding Organisations for approval of alternative delivery arrangements
- If a national or regional difficulty, Head of Exams to seek advice from Awarding Organisations.

**6. Assessment evidence is not available to be marked**

- If large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

**Centre actions:**

- The Head of Exams will report to the Awarding Organisations immediately to notify them of any such incidents and act upon advice given.
- The Head of Exams will indicate what student assessment information is available for consideration by the Awarding Organisation or individual moderators.

**7. Centre unable to distribute results as normal**

- If Centre is unable to access or manage the distribution of results to candidates, or to facilitate post- results services

**Centre actions:**

- If unable to access results, actions will be as for 6, above.
- If results are available, the only reasons why distribution is not possible will be a lack of photocopying or printing facilities, or no access to the Centre. In the former case, alternative printing/photocopying will be sourced; in the latter, an alternative local venue will be found.
- The Head of Exams will contact the Awarding Organisations to notify them of any such incidents and act upon advice given, especially with regard to post-results services including appeals.

**8. Withdrawal of provider approval status and protection of the learners' interest in the case of such a withdrawal.**

**Centre actions:**

- Under the College's typical agreement with its awarding partners, students enrolled on courses are normally permitted to complete their studies subject to the normal maximum timescales, even if approval arrangements are subject to a phased planned withdrawal.
- The College will make every effort to ensure that students are not registered onto qualifications that are due to be withdrawn before the date that students could be reasonably expected to complete the qualification.
- If this is not the case, for whatever reason, the scenarios below will apply. It will be the case that the College will work with sector and regulatory bodies to identify alternative awarding organisations and RPL student work.
- Enrolled students will be offered up to four options depending on circumstances:
  - To continue to be taught out as planned on the original programme. This may depend on the number of students wishing to choose this route.
  - To transfer to an alternative site (East Surrey or John Ruskin College) if the programme is being delivered there.
  - To transfer to a similar or alternative programme at the College, where available.
  - To transfer with the College's assistance to another provider.