



OWNED BY	Student Journey Manager/Exams Officer
Policy	Exams Access Vocational Policy
DATE OF LAST REVIEW	September 2023
PLANNED NEXT REVIEW	August 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah pike
Senco	Gill Thomas

Introduction

Aims

Teaching staff should be aware that in order for these the arrangements to be in place, they need to identify the student's needs as early as possible into the course and notify the academic support.

Staff should identify any student they feel may need additional support in exams at least six weeks before any examination and refer them to Academic support for assessment at the earliest opportunity.

All of the awarding bodies have differing lead in times to ensure arrangements are in place; therefore, the sooner the student is seen and assessed the better.

Once assessed by academic support the appropriate forms and evidence will be submitted to the awarding body by the exams team for approval of the arrangement.

The exams team will ensure that the appropriate arrangements are in place and made available to the student on the day of their exam.

Staff should contact the exams office for further information.

Who is the policy aimed at?

Staff teaching vocational subjects.

Data Protection

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.