



वरदे वीणा वादिनि

# Vedic Organisation for Indian Culture and Education

An educational project of Manchester Branch of VHP (UK)

Registered Charity No. 262684

## Examinations Policy

### **Roles and responsibilities**

- The Exams Team is made up of all teachers preparing the students for the exams and the team is headed by the Examination Officer who is assisted by Assistant Examination Officer
- Each teacher is responsible for the registrations, exam entries, results processing/distribution and achievement input for all students and must keep the Examination Officer informed of all entries of VOICE students.
- Specifications are chosen by the teacher who is the Curriculum Leader of the subject.
- See Table 1 for names of the Curriculum Leader and the Exam Officers.

### **Exam seasons**

- Policy with regard to entry seasons is determined by Curriculum Leaders.

### **Entries**

- Curriculum Leaders are responsible for notifying entries (candidates' names and unit entry codes) to the Exams Team.
- Candidates remain responsible to check the accuracy of their personal data (name, sex and date of birth) in the entry statements.
- Students submitting late entries will be billed for any resulting penalty fees.
- Students will be automatically entered for the appropriate aggregation unless otherwise requested.
- VOICE will accept entries from external candidates with approval from the Examination Officer.

### **Entry Fees**

- Students must pay all exam fees set by VOICE.
- All students are responsible for any penalty fee arising from a late entry that they make
- All fees for re-sit entries are payable by the candidates.

### **Re-sit Entries and Fees**

- Re-sit entries are the responsibility of the candidates themselves, who must submit a re-sit entry form and their payment

### **Candidate briefing**

- Copies of Exam Board regulations are displayed inside and outside exam venues
- The regulations and advice for candidates are printed on the reverse of their entry statements
- Individual entry statements/timetables are distributed to candidates before their examinations
- Candidates must check and immediately identify any errors in their entry statements.

### **Exam Clashes**

- It is the responsibility of the students to check any exam clashes
- VOICE exams team will help resolve the clash where possible.

### **Exam venues**

- The main exam venue is the Cheadle College unless some other venue is specified by the teacher
- Candidates are required to reach the exam venue in good time
- Candidates must obey the rules set at the exam venues for conduct of the exams.

### **Invigilation**

- Invigilation at Cheadle College is carried by the invigilators from the College. VOICE staff is not involved in conducting exams at Cheadle College
- Suspected malpractice will be dealt with according to the JCQ regulations (see Ref 1).

### **Special consideration**

- Special consideration will be requested for any candidate who has evidence to support the request.
- Evidence may be in the form of a written request or e-mail from a doctor, counsellor, parent, subject tutor, personal tutor or other trustworthy source. It could also take the form of recognisable distress or illness on the part of the candidate.

### **Internally assessed units/coursework**

- Curriculum Leaders have the responsibility for signing off coursework marks
- Any appeal against internal assessment of coursework will be handled in accordance with the JCQ guidance (see Ref 2).

### **Plagiarism**

- Plagiarism (“The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own”) will be dealt with according to the guidelines issued by JCQ (see Ref 3).

### **Results**

- Results publication dates are given to candidates when they receive their entry statements.
- Candidates are encouraged to collect their results in person, but may leave their email address/telephone for posting of results with the Exams Team.
- Authorised third parties may collect or receive results on behalf of candidates.
- Results are always given to students individually. They are never read out or displayed.

### **Access to scripts/re-marks**

- Post-exam services can be requested by candidates themselves. The request is processed in the Exams Office and payment is made to VOICE if VOICE handles the enquiry.

### **Declining Grades**

- Grades can be declined by candidates themselves via the Examination Officer
- Teachers may also request that grades are declined, but this must be with the permission of the candidates concerned.

### **Certificates**

- Accumulated certificates are retained by the Exams Team until candidates request them

- Award event are organised at which candidates collect their certificates. Any un-collected certificates are posted at risk of the candidate
- Authorised third parties may collect certificates on behalf of candidates
- Uncollected or returned certificates are retained for 2 years
- Candidates who request replacement certificates will be referred to Exam Boards for assistance.

## References

1. *Guidance for Dealing with Instances of Suspected Malpractice in Examinations* (JCQ Publications)  
<http://www.jcgq.org.uk/attachments/published/207/1/Guidance%20for%20Dealing%20with%20Instances%20of%20Suspected%20Malpractice%20in%20Examinations.pdf>
2. *Arrangements for internal appeals about internal assessment decisions and enquiries about results* (JCQ Publications)  
<http://www.jcgq.org.uk/attachments/published/69/1/Internal%20appeals%20document%20Jan%202006.pdf>
3. *Plagiarism in Examinations* (JCQ Publications)  
<http://www.jcgq.org.uk/attachments/published/197/1/Plagiarism%20in%20Examinations%20FINAL.pdf>

**Table 1: VOICE Exams Team**

Examinations Officer: Prof Nawal K Prinja  
Assistant Exam Officer: Dr (Mrs) Poonam Kakkar  
Administrator: Mrs Rashmi Kumari

<b>Subject</b>	<b>Curriculum Leader</b>	<b>Exam Board</b>
Mathematics	Nawal K Prinja	OCR
Hinduism	Nawal K Prinja	OCR / Pearson
Sikhism	Nawal K Prinja	OCR / Pearson
Hindi	Poonam Kakkar	Hindi Samiti
Kathak Dance	Kajal Sharma	ISTD
Tabla	Manjeet Singh	tbc
Classical music/singing	Vijay Rajput	tbc
Persian	Afsan Burrow	OCR / Pearson