



EXAMINATIONS POLICY

EXAMINATION SESSIONS, ENTRIES AND TIMETABLES

External exams are scheduled in January and June for the ILEX programme, December- June for ABE/Information Systems.

Timetables

All external and internal examination timetables will be made available as soon as they are released by the respective awarding bodies; please check the notice board or with the registrar

Confirmation of Examination entries and retakes

All students must demonstrate they are making progress on their programmes and this means writing exams at the stipulated time. The College will not accept postponement of exams except on medical grounds or other mitigating circumstances such as bereavement

Students will only be allowed to write examinations if they maintain an attendance record of **80%**. Failure to write exams due to poor attendance means that students will be responsible for the cost of examination resits

Students who write examinations but fail a module will be given only **one** opportunity to retake the exam and will also be responsible for the cost, which includes **tuition, which will be prorated**. If a student fails an examination resit, they will be advised to withdraw from the course

EXAM FEES

Normal registration and examination fees are paid by the centre, late entry and retake fees will be paid by the student

COURSE WORKS AND APPEALS AGAINST INTERNAL ASSESSMENT

Candidates who have to prepare coursework should do so by the required date

Students must understand course work regulations and sign to declare that the work is their own.

Students may appeal if they feel their coursework has been unfairly assessed, inconsistent or not in accordance with the specification for the qualification, appeals must be made in writing to the registrar who will decide whether the process used conformed to the necessary requirements

The examinations officer's findings will be notified in writing, copied to the principal and recorded for awarding body inspection

RESULTS AND CERTIFICATES

Results will be sent to students directly by the awarding body 6-12 weeks after the exam, while certificates are sent on completion of the level.

