



# MARINE SOCIETY COLLEGE EXAMINATION POLICY

2017 - 2018

## **Examination Policy 2017 - 2018**

### **Statement**

- As an exam centre registered with the main awarding bodies, the Marine Society College can arrange and facilitate exams for GCSE and A Level learners. The following policy is to ensure that awarding body and regulatory body guidelines and regulations are adhered to when administering and processing examinations.

### **Policy**

- The Head of Seafarer Education is responsible for updating this policy and ensuring that it is adhered to when administering and processing examinations.

### **Entry**

- The Head of Seafarer Education (Exams Officer) is responsible for ensuring that all learners are informed of the next available exam series and how to register. Notification is sent in the form of an e-bulletin for those who have provided email addresses and by post for all other learners and where email addresses are invalid.
- Learners are notified in August for exams held in the winter series (November & January) and December for exams held in the summer series (May/June).
- Learners can download an exam entry form online or they may contact the Head of Education and request one be sent electronically or via post.

### **Fees**

- Exam only candidates who are seafarers pay £89 for I/GCSE entry, £99 for AS/A2 and £149 for full A Level entry. There are separate fees for non-seafarer private candidates who wish to use MSC examination centre.
- Late entry fees apply for those who apply to register for exams after the awarding body deadline for entry has passed.
- Learners may request a receipt for payment and those with the Royal Navy are able to recover these fees from the MoD.

### **Awarding Bodies**

- Marine Society College is a registered examination centre and can facilitate exams for the following:  
AQA, PEARSON/EDEXCEL, OCR, CIE

### **Coursework**

- There are a few subjects that require coursework submission.
- Where coursework is a requirement, it should be submitted to the course tutor by October for the winter exam series and March for the summer exam series.
- If the learner is studying to an AQA syllabus, the tutor should ensure that the coursework has been marked and the private candidate forms attached before sending it to Marine Society College which will then submit the coursework direct to AQA.
- PEARSON/EDEXCEL and OCR syllabi require the coursework to be authenticated by the tutor who will then forward it to OOL. Then OOL will submit the coursework directly to the awarding body.

### **Location**

- The default location for sitting exams is at Marine Society College (202 Lambeth Road, London SE1 7JW). Its suitability as a venue is inspected regularly & at least annually by the Joint Council for Qualifications, (JCQ).

- However, arrangements have been made with the exam bodies enabling Marine Society College to arrange for learners to sit onboard ship and in locations worldwide. This is also suitable for those who are serving in conflict zones.
- Seafarers located in the UK but are unable to travel to London (many are unable to take leave to travel) are often entered through Marine Society College and a centre transfer is applied for them to sit locally.
- Marine Society College offer a limited number of places to private candidates at its examination centre in London during the summer exam series only.
- For those who are members and volunteers within the Sea Cadet Corps (SCC), the default centre is London but a centre transfer can be applied for if necessary.

### **Exam Timetable**

- The Head of Seafarer Education (Exams Officer) is responsible for ensuring that there are exam rooms and an invigilator available for all exams being held on the premises.
- It is MS' responsibility to ensure that where exams are being held onboard ship then the Captain/Master has agreed to allow the exam to take place and that they or the onboard delegated authority will ensure that exam procedures and guidelines are followed and that scripts are returned directly to Marine Society College.

### **Exam Papers**

- Exam papers are kept locked securely on the premises in a safe, authorised for the purpose by JCQ.  
A sophisticated security alarm system is in place.
- Exam papers may be sent securely to the ship in which the exam is taking place. Provision exists for papers to be sent to the exam location electronically on the day of the examination.

### **Invigilation**

- Where the exam is taking place at Marine Society College, it is the Head of Seafarer Education's (Exams Officer's) responsibility to ensure that an invigilator is available for the whole time of the exam.
- Where the exam is taking place onboard ship, the Education Officer or delegated onboard authority will act as invigilator.

### **Exam Scripts**

- Unless the learner has been subject to a centre transfer, it is the responsibility of the college to ensure that exam scripts are sent to the awarding body.

### **Access to scripts, results enquiries and appeals**

- If a learner is not happy with the grade awarded by the exam body, then they have the right to contact MSC which will guide them through the procedures for access to scripts and appeals or other enquiries regarding their results.
- MSC will act as an intermediary between the learner and the awarding body.

### **Results and Certificates**

- Results are communicated by telephone or email, unless the learner has requested otherwise.
- Certificates are copied and the copy kept in the learner's file. The originals are sent by recorded delivery to a location of the learner's choice, although this is usually a UK address where the certificate can be signed for.

**Last updated August 2017**