

Examinations Policy

Before the Exam

Reasonable Adjustments and Special Considerations

BSL First Limited works to the guidelines specified in its Reasonable Adjustment and Special Consideration Policy. Any reasonable adjustment needs must be declared on the course application form when applying for the course, or to the course teacher at the start of the course. Any application for special consideration during classes and exams must be made at the beginning of the course.

Complaints and Appeals

Complaints or appeals on the grounds that BSL First failed to make reasonable adjustment or special consideration will not be upheld if a learner has failed to inform the centre of their need for reasonable adjustment or special consideration.

Assessment Dates

All assessments will take place during normal classroom hours.

The provisional date(s) of the assessment(s) will be published in a course timetable and distributed to students at the beginning of the course. The teacher will then confirm the exam date(s) with the students during normal class hours.

The confirmed assessment date is fixed and cannot be changed under any circumstances.

Students who were absent at the time the assessment date was confirmed must inform their teacher as soon as practically possible if they cannot make the agreed assessment date.

BSL First cannot guarantee that learners who are unable to make the agreed assessment date will be offered an alternative date.

Learners who cannot make the agreed assessment date due to extenuating circumstances should follow the guidance set out in the Extenuating Circumstances Policy.

Where applicable, learners will be given a time-slot for their exam.

Teachers will carry out mock assessments with all students before their official assessment (if applicable).

Taking the Assessment

Learners must arrive 10 minutes before their allocated time slot.

Preparation will take place in an allocated preparation room. This will be clearly marked by the appropriate sign outside the room and exam regulations will be clearly displayed inside the waiting room.

Preparation and exams must take place under exam conditions, that is, a candidate must not accept help from anyone during preparation and the assessment.

No unauthorised personnel are allowed in the preparation or exam room. Those allowed are teachers, assessors, candidates and an invigilator.

No unauthorised items are allowed in the waiting room. Introduction of unauthorised items may be considered malpractice and result in disqualification (see Malpractice Policy for list of unauthorised items).

All mobile phones and electronic equipment must be switched off.

The teacher or assessor will collect the candidate from the preparation room and take him/her to the exam room to complete the assessment.

After the Exam

When an assessment is finished, the candidate should leave the building unless asked to stay. There should be no contact between learners who have finished an assessment and those preparing for one.

Exam Results

The course administrator will email all learners their results 3-5 working days after the centre has received the results from the awarding body.

BSL First administration will notify learners when certificates are ready for collection from the main office.