

## Introduction

Scarborough Sixth Form College is committed to ensuring that Students are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for Students.

### Purpose of the Student exam handbook

- To support/complement Student tutorials
- To inform Students about malpractice in examinations/assessments
- To inform Students about the use of their personal data and copyright
- To ensure Students are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for Students documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions Students may have etc.
- To inform Students of/signpost Students (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of