University for the Creative Arts

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GCSE Policy – Further Education

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Students in the School of Further Education at UCA who do not have GCSE Maths and/or English on entry may be required to study for these qualifications alongside their course at the University. This policy explains the delivery, examination and funding for the study of GCSE Maths and/or English whilst enrolled as an FE student at UCA. These are not UCA awards and are conferred by Edexcel/Pearsons. The specific regulations relating to these awards can be found at https://qualifications.pearson.com/en/qualifications/edexcel-gcses/about.html

Requirements to undertake GCSE studies

If a student is aged 18 or under when they enrol at UCA or is aged between 19 and 25 and has an Education, Health & Care Plan (EHCP) but does not hold at least a GCSE grade C/4 in English and/or Maths, they will be required to study for the relevant subject or subjects alongside their UCA course in order to achieve a grade C/4 or above. These students must attend a minimum of 80% of their Maths/English lessons to qualify for funding (100% attendance is expected). Students who fail to attend their Maths/English sessions will be subject to the University's attendance policy and may be withdrawn from their main programme of study.

Students who hold a grade 4/C in English Literature or Language or Maths or a Level 2 in Functional Skills following an attempt at the formal GCSE exam are not required to undertake GCSE Maths/English.

GCSE delivery at UCA

As a multi-campus institution, the University operates GCSE delivery as follows:

- Canterbury and Rochester campuses act as the examination centre for GCSE Maths/English, requiring no other centre involvement.
- An identified senior member of Academic Services serves as the university's Examination Officer.
- An identified senior member of the University Executive Group serves as the university's Head of Centre.
- The Examination Officer is responsible for the University's compliance with all relevant JCQ regulations for conducting examinations.
- Each campus hosting exams will have a team of staff responsible for providing appropriate resources and managing the logistics of their delivery. This will include but not be limited to the Exams Officer, the Campus Registrar, the Programme Director and a representative from the external provider.
- Canterbury and Rochester are subject to annual unannounced inspections by the JCQ during the substantive June GCSE examinations cycle. UCA must ensure a senior staff member from both Campus Registry and Learning Support is available on both sites during all examinations to accommodate the inspections.

- Epsom and Farnham campuses are not able to act as the examination centre for GCSE Maths/English, and therefore students are required to undertake their GCSE at other designated local centres as arranged by Fleet Tutors.

Allocation of hours

GCSE lessons are allocated three hours per week.

Lesson content and relevance to main programme of learning

GCSE lesson planners will ensure sessions are delivered in the context of the students' main programme of learning at the University. The course aims and learning objectives will be clearly communicated to students. All academic staff in the School of Further Education will encourage accurate and consistent use of English and Maths skills within their lesson delivery and look to embed these skills wherever possible.

Access Arrangements

Applications for Access Arrangements made on behalf of eligible students for the examinations are made by the relevant Disability and SpLD staff on the campus where the student is based. This application is made with support by the Campus Registries as required. All Access Arrangements paperwork must be available for JCQ inspection

Responsibilities for operation of GCSE qualifications

Process	Responsible role/department
Implement and deliver the policy	All School of FE staff; Campus Registries
Entering students for qualification	Campus Registries; School of Further Education; Fleet Tutors
Pastoral care	School of Further Education; Fleet Tutors
Formal requests for Access Arrangements	Disability and SpLD Services
Timetable / coordination of classes	School of Further Education; Fleet Tutors
Recording attendance	Campus Registries; School of Further Education; Fleet Tutors
Assessment of work	Fleet Tutors
Internal verification	Fleet Tutors
Collecting and recording students' results	School of Further Education; Fleet Tutors
Results publication	School of Further Education; Fleet Tutors

Internal verification

The purpose and scope of internal verification is:

- to ensure that assessment is accurate, consistent, current, timely, valid and authentic
- to be part of an audit trail of learner achievement records
- to provide feedback to inform centre quality improvement

Standardisation and quality assurance is managed through the sampling of student work across all UCA campuses against national standards within each GCSE subject. To ensure that the internal verification procedure is open, fair and free from bias:

- an internal verifier for GCSE subject areas is identified
- the internal verifier oversees effective internal verification systems within each GCSE subject area
- standardised documentation and materials are used to conform to national standards

Storage of work

Coursework and/or controlled assessments no longer form part of GCSE assessments for either Maths or English and so there are currently no requirements to store student work securely.

All student registers, assessment results and other electronic data are password protected.

Final examination papers are securely stored at UCA examination centres prior to dispatch in accordance with the regulations of the examination boards.

Publication of results

Results are sent electronically through secure websites during August. Release of results dates vary annually; students are informed of their results release date in the examination details letter.

- Where students are entered through UCA Rochester or UCA Canterbury, they can collect results in person from the relevant Campus Registry up until midday on the day results are released. Any transcripts not collected after this time are then posted out to the candidate's home address.
- Fleet Tutors receive GCSE results for UCA Epsom and UCA Farnham students directly and forward them for collection from the student's 'home' centre.
- Results are only issued in person or by post and must not be advised by telephone or text.

Certificates are issued during November and delivered to UCA Farnham for distribution by Royal Mail.

Eligibility for UCA-supported re-sits of GCSE Maths/English

The University supports re-sits in GCSE Maths and English during November for students enrolled at UCA if they meet the following conditions:

- The student attended the examination at UCA (i.e. second-year students)
- The student missed a grade 4 outcome by no more than 2 marks. The student has recorded full attendance in Maths/English lessons from their enrolment in September to the date they receive the results of the re-sit. Students who do not attend leading up to the exam will not be entered. All students re-sitting in November are required to attend lessons at UCA until the results of the November series are issued (January).

If a student does not meet **all** the above conditions, the University will not enter them for the GCSE Maths/English examination, as relevant, nor fund their re-sit. Students who do not meet the above conditions must make arrangements for, and fund, their own re-sit examination(s). The November re-sits are supported by the Maths/English tutor.