

EXAM INFORMATION SHEET

NOTE: A Letter of Completion is not provided when a student has the intention of sitting the exam for a module.

WHO CAN SUPERVISE?

An employer or supervisor	Justice of the Peace
School Principal or Teacher	Police Officer
Librarian	Business Owner (Min. 5 years)

***NOTE:** *The adjudicator can be retired from any of these positions.*

WHO CAN NOT SUPERVISE?

Any family members, relatives or partners of the student

EXAM INFORMATION

Please log into the online Student Portal to apply. The exam application must be submitted at least 2 weeks prior to the nominated date.

All assignments must be submitted and marked as completed before being able to sit the exam. Exam time: 1.5 hours

The exam is to be hand-written and is a closed-book exam. Blue or black pens only, no pencils must be used.

To pass the exam, a minimum of 50% must be achieved. On successful completion of the exam, a Statement of Attainment is provided to the student (digital only).

ADJUDICATOR TASKS

The exam papers are emailed to your nominated adjudicator usually a business day prior to the chosen exam date. Your adjudicator needs to print off the exam for the student.

The adjudicator does not need to sit with the student for the duration of the exam on the condition they ensured that the student does not have any of the following with them:

- course notes, books or references
- mobile phones, computers or other electronic devices

On completion of the examination, the adjudicator will need to sign/stamp, date, scan and email the exam papers back to studentservices@acsedu.co.uk

****NOTE:** *The student is not to have access to the exam papers outside of the examination. It is the adjudicator's responsibility to return the exam papers preferably via email. Should the exam papers be returned to the school by the student, the exam will be considered void.*

FEES - £30 – due on application of the exam.

Exam Grading Guidelines

HOW YOU WILL BE ASSESSED

Final results reflect to what degree you have developed a capacity to work within the subject.

An exam offers insight into the knowledge and understanding of a broad range of concepts from the entire module.

ACS examinations are customised for each student's experience with the course content. A holistic process of learning is considered in the final grading.

The examination is graded as follows:

1. PASS (90-99%) - Outstanding Effort

Comment:

The student has excelled well beyond expectations. They have shown an understanding of the subject that exceeds what the course attempted to teach them. They have consistently applied knowledge with precision and insight.

2. PASS (75-89%) - Excellent

Comment:

The student has performed beyond expectations. They have successfully achieved a broad and comprehensive understanding of the subject. They have attained a strong and balanced ability to consistently apply knowledge with precision and insight.

3. PASS (60-74%) – Good Work

Comment:

The student demonstrates a strong grasp of the material and shows good analytical thinking. There's room to take this result to a higher level by refining certain aspects or exploring more complex ideas.

4. PASS (50-59%) – Satisfactory but room for improvement

Comment:

The student has met the core requirements of the examination and shown a basic understanding of the concepts. With more attention to detail, critical thinking or engagement, they may significantly improve.

4. FAIL (under 50%) – More Required to Pass

Comment:

This result suggests difficulty in grasping the key concepts or completing the task to standard.

The questions are marked as follows:

- The space provided for each question should be seen as a guide on how much to write.
- Questions in the paper are not always assigned specific percentage points, however, where the question does show a percentage, this is to act as a guide to the overall weight of the answer in the final result.
- Exam papers are written and developed in ways which allow for general levels of subject understanding and general cognition to be represented.
- Some papers are marked in conjunction with a sample answers guide.
- Where a completed exam paper does not reflect a student's expected performance, a tutor may look to other examples of the students work for an accurate representation of the total learning.
- Students are not penalised for writing beyond the course content i.e. drawing on the diversity of knowledge they may have acquired from other relevant experiences.

The exam is moderated for quality assurance as follows:

The role of a second marker is to verify and cross-check the first marker has:

- not been overly critical in any negative feedback,
- been reasonable and fair throughout and considered the guides for each answer, and
- has offered a brief comment for the student for further reflection.

ACS proudly has a 100% moderation rate for examinations. This proffers a robust procedure and assists in providing validity of ACS exam results and student success.

ACS examiners are professionals and experts in their discipline. To make a qualified decision on grading and assessment, their experience, authority and proficient judgement allow for an assessment of:

- exam performance
- learner style
- the subject
- industry norms/standards, and
- the exam question styles.