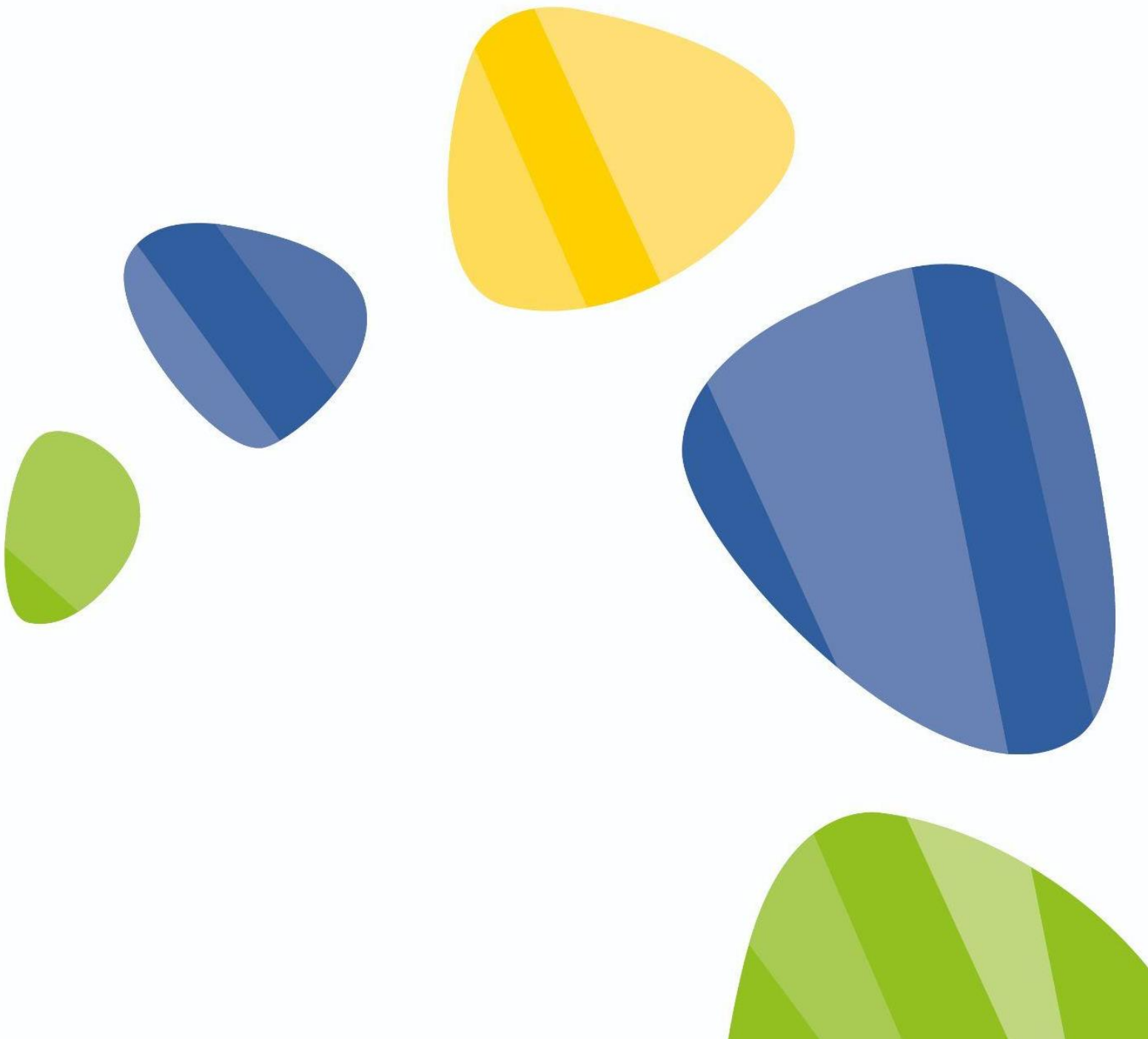




# Examination Policy



About this document:

Purpose & Scope:

Creating Tomorrow College is dedicated to providing a fair and supportive examination environment tailored to the needs of students with special educational needs (SEND). This policy ensures exams are managed in a way that allows every student to demonstrate their knowledge and skills effectively, with reasonable adjustments made to support equitable access

This policy applies to all students, staff, and external invigilators involved in administering and managing assessments for all programs offered by the college.

|  |                           |
|--|---------------------------|
| Complied by: Gareth Ivett                              | Date: October 2024        |
| Review Cycle: (annually, 2 years, 3 years):<br>2 Years | Review Date: October 2026 |

## Wellbeing in our Trust

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assure (confidential counselling support available through Perkbox account).
  - Education Support: telephone number 08000 562561 or website [www.educationsupport.org.uk](http://www.educationsupport.org.uk)

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## Examination Principles

**Integrity and Fairness:** Conduct all assessments with transparency, fairness, and equality, upholding the integrity of the process while accommodating diverse needs.

**Accessibility:** Reasonable adjustments are a cornerstone of the examination process, ensuring that SEND students have equitable access to demonstrate their abilities.

**Support and Guidance:** Provide clear information, resources, and guidance to reduce assessment anxiety and support optimal student performance.

## Responsibilities

**Exams Officer:** Oversees the administration of exams, ensures compliance with awarding body standards, coordinates reasonable adjustments, and serves as a liaison for students, staff, and awarding bodies.

**Invigilators:** Responsible for conducting exams per college policies, ensuring a calm and supportive environment, and reporting any irregularities.

**Teaching Staff:** Prepares students for exams, identifies students requiring adjustments, and collaborates with the Exams Officer to implement necessary accommodations.

**Students:** Participate responsibly in exams, communicate any needs for adjustments, and follow exam protocols.

## Exam Scheduling & Notification

Exams are scheduled well in advance to allow adequate preparation for all students, especially those requiring adjustments.

Students will receive their exam timetables and adjustment arrangements no later than four weeks before the exam date.

Any changes to scheduling or adjustments will be communicated promptly.

## Reasonable Adjustments for Students with SEND

Creating Tomorrow College is committed to ensuring SEND students have the support needed to participate in exams with confidence and fairness. Reasonable

adjustments are provided based on each student's specific needs and may include, but are not limited to:

- Additional Time: Extended time allocations for students who may need more time to process information or physically complete the exam.
- Rest Breaks: Scheduled or flexible rest breaks to accommodate fatigue, medical needs, or sensory sensitivities.
- Modified Exam Formats: Provision of large-print papers, Braille versions, or adapted question styles for students with visual or processing needs.
- Alternative Venues: Where necessary, exams may be held in quieter rooms, reduced-distraction settings, or environments designed to meet sensory needs.
- Assistive Technology: Access to assistive tools, including screen readers, speech-to-text software, or other devices that support reading, writing, and processing needs.
- Scribe or Reader Services: Trained staff or technology support may be provided to assist students in recording responses or reading instructions, where needed.
- Use of Personal Equipment: Students are allowed to bring specific devices, aids, or materials, such as ergonomic furniture or fidget tools, essential to their comfort and focus.

#### Request Process

Documentation: Students requesting adjustments should submit relevant medical or psychological documentation and an Education, Health, and Care Plan (EHCP) to guide support needs.

Application: Requests for adjustments must be submitted at least six weeks before the exam date to ensure adequate planning. The Exams Officer, in collaboration with student support services, will review and implement all arrangements.

Ongoing Review: The Exams Officer will review the effectiveness of adjustments after each assessment period, allowing for any necessary modifications to future accommodations.

## Exam Room Conduct

Environment: Exam rooms are set up to support focus and minimise distractions, with accessibility considerations in mind.

Conduct: Students must follow exam conduct rules, with exceptions permitted where adjustments require modified protocols (e.g., use of assistive technology).

Support: Invigilators trained in supporting SEND students will ensure that all needs are met respectfully and sensitively.

## Assessment Security

**Confidentiality:** All exam materials are stored securely, accessible only to authorised personnel.

**Invigilation:** Exams are monitored by trained invigilators to uphold conduct standards and report any concerns in line with the college's Malpractice and Maladministration Policy.

## Malpractice & Maladministration

The college's separate Malpractice and Maladministration Policy outlines protocols for handling suspected misconduct, applicable to both students and staff.

## Contingency Planning

**Flexibility:** In unforeseen situations, such as illness outbreaks or emergencies, alternative exam dates, venues, or methods (such as remote assessments) may be offered to maintain accessibility for all students.

**Communication:** All contingencies are communicated promptly to ensure minimal disruption to students' assessment experience.

## Results, Feedback & Appeals

**Results:** Students will receive their results through secure, confidential channels and within the timeframe stipulated by the awarding body.

**Feedback:** Staff are available to discuss assessment outcomes and provide constructive feedback tailored to each student's needs.

**Appeals Process:** If students believe their result was affected by an administrative or procedural error, they may appeal within ten working days. Appeals will be reviewed per the college's Appeals Procedure.

## Appeals Procedure

**Purpose:** To provide students with a fair and structured process for appealing exam results when they believe errors or procedural issues may have affected their assessment.

### 1. Grounds for Appeal

Appeals are considered if there is evidence of:

- Administrative errors affecting results (e.g., miscalculations).
- Procedural irregularities during exams that may have disadvantaged the student.

- Unaddressed reasonable adjustments, impacting performance.

## 2. Appeal Submission

Timeframe: Appeals must be submitted within 10 working days of receiving results.

Application: Students or families should write to the exams officer detailing the reason for appeal and any supporting evidence. The exams Officer will confirm receipt

## 3. Initial Review

The Exams Officer conducts a preliminary review, verifying any administrative or procedural claims.

If straightforward errors are found, corrections may be made immediately, and the appeal process can conclude.

## 4. Formal Appeal Panel

Panel Composition: If further review is necessary, a panel of impartial college staff will assess the case, ensuring a fair and unbiased examination of the appeal.

Meeting: The student (and family member, if applicable) may be invited to discuss the appeal in detail.

## 5. Outcome Notification

Decision: The panel's decision will be communicated to the student in writing within 15 working days of the appeal submission.

Next Steps: The decision is final, though students will be informed of any additional options if the appeal is upheld (e.g., reassessment).

## 6. Policy Review

Appeals are documented and reviewed annually to improve fairness and transparency in the assessment process.

## Policy Review

This policy will be reviewed annually to ensure it remains responsive to the needs of students and reflects best practices in accessible assessments.