



## **ABOUT THIS DOCUMENT:**

Purpose:

The aim of this policy is to ensure:

The planning and management of exams is conducted in the best interest of candidates

Our system of exams administration is efficient and clear, and staff and learners understand what is required and expected of them

We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

Gareth Ivett, December 2020

Agreed by Governors

SIGNED

DATE

Review Date – December 2023

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## 1. Introduction and aims

Our college is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- › The planning and management of exams is conducted in the best interest of candidates
- › Our system of exams administration is efficient and clear, and staff and learners understand what is required and expected of them
- › We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and learners, must read, understand and implement this policy.

### 2.2 Head of centre

The head of centre:

- › Has overall responsibility for the college as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Carole Wilson-Frizzell

### 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of internal and/or external exams
- › Advise the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and re-marks

Our exams officer is Ben Childs.

### 2.3 College tutor

College tutor is responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects
- › Advising the exams officer of entries for their subjects

- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures
- Supplying information about entries, coursework and controlled assessments as required by the head of phase and/or the exams officer
- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to 3 approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

## **2.4 Lead invigilator(s)**

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

## **2.5 Candidates**

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## **3. Qualifications offered**

The Director of College, alongside the Tutor decides the qualifications we offer.

We offer the following types of qualifications:

- Functional Skills in English, Maths and ICT
- Duke of Edinburgh
- Princes Trust
- OCR Life & Living Skills

Decisions on whether a candidate should be entered for a particular subject will be taken by the Tutor in consultation with the Director of College.

## **4. Exam series**

- › Functional Skills exams are completed on-demand when learners are ready for them, this can be at any point in the year, in line with the exam boards schedule.

The Director of College will decide when exams are sat in consultation with the phase leaders and class teachers.

## **5. Exam timetables**

Once confirmed, the exams officer will circulate the times of exams to staff, learners and parents.

## **6. Entries (including entry details and late entries)**

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of phase leaders via meetings.

Heads of phase will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

### **6.1 Re-sits**

We allow re-sits for the following types of qualifications:

- › Functional skills

Re-sit decisions will be made by the Assistant Head teacher for secondary in consultation with phase leaders

## **7. Exam fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for actions well in advance of each exams series.

Learners will not be charged for entry to the exams that the college offer.

## **8. Equalities**

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Director of College.

## 9. Access Arrangements

All of our candidates have an Education and Health Care Plan (EHCP) which outlines their level of need. The exams officer will work with the phase leader and class teachers to decide on the special arrangements each individual candidate needs in line with the exam board policy.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the class teacher

Room arrangements for candidates using access arrangements will be organised by the tutor.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Director of College

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the Director of College.

Contingency plans are available via meetings and the shared drive and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

## 11. Estimated grades

The college tutor is responsible for submitting estimated grades to the exams officer when requested.

## 12. Managing invigilators

External staff will not be used to invigilate examinations.

All staff who are asked to invigilate an examination will receive appropriate guidance.

## 13. Malpractice

The Strategic Lead for the College, in consultation with the exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

## 14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

The invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, the tutor's availability will be in accordance with [JCQ guidelines](#).

Exam papers must not be read by tutors or removed from the exam room before the end of a session.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with college support staff.

## **15. Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the class teachers and phase leaders.

Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

## **16. Special consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Director of College to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

## **17. Internal assessment**

It is the duty of the tutor and Director of College to ensure that all internal assessment is ready for dispatch at the correct time. A record of each dispatch, including the recipient details and the date and time sent will be kept.

Marks for internally assessed work are provided to the exams office by the tutor. The exams officer will inform staff of the deadline date for appeals against internal assessments.

## **18. Results and certificates**

Candidates will receive notification on individual results in person and parents informed via Class Dojo.

## **19. Monitoring and review**

The Director of College is responsible for ensuring that this policy is reviewed every 3 years.