



External Examination Policy

Exams policy

The purpose of this Examinations policy is:

- to ensure that the planning and management of exams is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This Examinations policy will be reviewed annually by the Head of Centre, SMT, SENCo and the Examination Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer

- manages the administration of *external exams and analysis of exam results*.
- advises the senior leadership team, subject and form teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Distributes JCQ Regulations regarding coursework and controlled assessment to all candidates.
- Distributes JCQ regulations Instructions to Candidates and ensure they sign a declaration that confirms that they have understood the consequences of inappropriate behaviour during an exam.
- Posts JCQ regulations Instructions to Candidates on the School Website and emails to parents.

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*. (JCQ - www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process)
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams. Issues work schedules to the invigilator team.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks and dispatches to relevant Head of Department the returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any post results service requests.

Heads of department are responsible for:

- providing guidance and curriculum advice to subject teachers and candidates who are unsure about exam entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- guiding on decisions on post-results procedures.
- Informing the Examination Officer and Vice Principal, if a candidate withdraws from their subject.
- Providing all advance examination materials required in their subject in adherence with deadlines set by the examination officer.
- Informing the Vice Principal and the examination officer if they intend to introduce a change to the specification used in their subject. This must be done in the September of the first year of teaching.
- Overseeing the submission of forecasted grades in their subject in accordance with deadlines set by the examination officer.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Reporting any amendments to the entry details of their class to the relevant Head of Department. This includes requests to withdraw or change tier of entry.
- Providing guidance and curriculum advice to candidates who are unsure about exam entries.
- Acting on information provided by SENCo regarding the support of those candidates with access arrangements in exams.
- Ensuring that coursework/controlled assessment is completed in line with JCQ regulations and College Policy. Candidates should be informed of the marks they have been awarded after internal standardisation as in Controlled Assessment policy.

The ***special educational needs coordinator (SENCo) is responsible for:***

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- processing any necessary applications in order to gain approval (if required).

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams secure store before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams officer.
- Invigilate exams in accordance with JCQ regulation. (Refer to JCQ document Instructions for Conducting Examinations.
- Reporting to the Examinations Officer any issues which arise during an exam session. A senior teacher will be available for Examination Officer to consult if needed.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Reading JCQ regulations Instructions to Candidates and signing a declaration that confirms that they have understood the consequences of inappropriate behaviour during an exam.
- ensuring they conduct themselves in all exams according to the JCQ regulations.
- Submitting any materials required for an exam in line with deadlines set by the Head of Department.
- Informing their subject teacher if they decide to re-take the coursework component or the practical exam in a subject.
- Informing Head of KS/VP and /or examination officer that they are too ill to sit an exam, suffer bereavement /other trauma or take ill during exam itself.
- Providing the examination officer with the appropriate evidence to support a claim for special consideration within 5 days of the exam.

Qualifications offered

The qualifications offered at this centre are decided by the *Principal*.

The types of qualifications offered are *GCSE and AS/A levels*.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus. If there is to be a change of specification for the next year, the exams officer must be informed by *September of first year of teaching*.

Informing the exams office of changes to a specification is the responsibility of the *Head of Department*.

Decisions on whether a candidate should not be entered for a particular subject will be taken by *Principal* in consultation with the parent/carer, *Vice-Principal*, *Head of Key Stage* and *Head of Department*.

Exam series

The *Principal* decides which exam series are used in the centre.

At GCSE external exams are scheduled in November, January, March and May / June.

At AS/A2 level external exams are scheduled in May/June.

Internal exams *are* held under external exam conditions.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for *external exams* at a specified date before each series begins.

Entries, entry details and late entries

The centre accepts entries from former students only as external candidates.

Entry deadlines are circulated to heads of department via *email*, *briefing meetings*.

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

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of *the exams officer*.

GCSE resits are allowed.

AS resits are allowed.

Re-sit decisions will be made *in* consultation with *candidates*, *subject teachers*, *Heads of Key Stage* and *the examination officer*.

A candidate or parent/carer who wishes to request a subject entry, change of tier or withdrawal must consult with relevant Head of Key Stage who will liaise with subject teachers and Heads of Department as necessary. The examination officer must be informed immediately.

Exam fees

Candidates 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 for each exams series.

GCSE entry exam fees are paid by the centre for the first sitting, candidates will pay for any resits.

AS entry exam fees are paid by the centre for the first sitting, candidates will pay for any resits.

A level entry exam fees are paid by the centre for the first sitting, candidates will pay for any resits.

Late entry or amendment fees are paid by the *candidates*.

Candidates must pay the fee for an enquiry about a result.

Equality Legislation

The SENDO (2005) extends the application of the DDA (1995) to general qualifications.

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

The centre will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the *SENCO in collaboration with exams officer*.

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the *SENCo*.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the *SENCo*.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *SENCo*.

Making special arrangements for candidates to take exams is the responsibility of the Examination Officer and the SENCo.

Rooming for access arrangement candidates will be arranged by the *Examination Officer*.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the *Examination Officer*.

Contingency planning

Contingency planning for exams administration is the responsibility of the *Vice Principal and Examination Officer*.

Contingency plans will be available via *email* when required, *and are in line with the guidance provided by Ofqual, JCQ and awarding organisations*.

Private candidates.

Managing private candidates is the responsibility of the Examination Officer.

Forecast grades

Subject teachers are responsible for submitting forecasted grades to the exams officer when requested.

Managing invigilators

External staff will be used to invigilate public examinations.

Recruitment of invigilators is the responsibility of the *Examination Officer*.

Securing the necessary Access NI - Disclosure Barring Service (DBS) –clearance for new invigilators is the responsibility of the *Personnel Support Officer*.

DBS fees for securing such clearance are paid by the College.

Invigilators' rates of pay are set by the CCEA.

Invigilators are recruited, timetabled, trained, and briefed by the *Examination Officer*.

Malpractice

The Head of Centre in consultation with Exams Officer and/or Vice- Principal is responsible for investigating suspected malpractice.

Exam Days

The exams officer will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements *one week* in advance.

The *Chief Invigilator* will start and finish all exams in accordance with JCQ guidelines.

Subject staff *may be not* present at the start of the exam in the examination hall.

Senior Management assist during exam sessions with identification of candidates and entry to exam halls and are trained by the Exams Officer and Vice Principal with regard to their responsibilities and duties.

Senior staff remind students that mobile phones and other electronic communication or storage devices with text or digital facilities or notes of must not be taken into an exam room before they enter the exam hall each session.

After all students have entered the exam centre the senior teacher on duty will check both male and female toilets to ensure that no materials have been stored there.

Any staff present must be in accordance with the rules defined by JCQ concerning on who is allowed in the exam room and what they can do.

All examinations are carried out in line with JCQ regulations which the Examination Officer emails to Head of Department and he/she cascades information to the relevant staff well in advance of the exam.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a day. Papers will be distributed to heads of department in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with *chief invigilator*.

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the *Head of Key Stage* and Principal at which The Instructions to Candidates JCQ Regulations is read aloud to ensure all students are aware of the consequences of any inappropriate behaviour during an exam session.

The centre's published rules on uniform and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts 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 stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items **must not** be taken into an exam room. Examination Officer will check question papers and that only permitted materials are in the hall at the beginning of each session.

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 *examination officer*.

Note: candidates who leave an exam room for example; feeling unwell or to use the bathroom will be accompanied by an appropriate invigilator or member of staff at all times in line with JCQ regulations. Candidates will leave blazers in exam room.

The college staff will attempt to contact any candidate who is not present at the start of an exam.

The *Examination Officer* is responsible for dealing with late or absent candidates on exam day in line with JCQ regulations.

Clash candidates

The *Examination Officer* will be responsible as necessary for dealing with clashes in line with JCQ regulations.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's *Examination Officer* /Head of KS to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer *will* assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams officer by the *Heads of Department for the principal*.

Teachers are obliged to inform students of the marks they have been awarded for internally assessed work after internal standardisation. They should also be informed that these marks may change after moderation by an exam board. In the event of a student querying his/her mark the Head of Subject will manage the internal appeals process for a candidate should the need arise.

Results

Candidates will receive individual results slips on results days,

- *in person at the centre*

- *by post to their home address - candidates to provide a self-addressed envelope*
- *collected and signed for as prearranged with examination officer*

The results slip *will* be in the form of an examination board document.

Arrangements for the centre to be open on results days are made by the *SMT*.

The provision of the necessary staff on results days is the responsibility of the *SMT*

The centre cashes in at the end of Year 13 for AS level grades and at the end of Year 14 for A level grades.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the *candidate*.

In certain circumstances, if a result is queried, the Principal or the Vice Principal and teaching staff will investigate the feasibility of asking for a re-mark at the centre's expense.

The outcome of a candidate's remark may be appealed in line with the Exam's Board appeal procedure and supported by the Head of Department and Principal.

All processing of EARs will be the responsibility of the *examination officer*, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may request the return of photocopy of scripts prior to a remark - within 5 days of the receipt of results – applies only to GCE AS + A2 + GCSE English/Maths.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre / candidate as appropriate.

Processing of requests for EARs will be the responsibility of *the* examination officer.

Certificates

Candidates will receive their certificates

- *in person at the centre*
- *collected and signed for.*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 1 year.

A new certificate can be re-issued by an awarding organisation – candidates must contact the exam board directly. A transcript *of results may* be issued by the college on request.

Head of centre

Exams officer

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Date