



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

**EXAMS POLICY  
2019-20**

*Policy Reviewed and Adopted by the Governing Board on:  
Signed (Chair of Governors):  
Date of Next Review:  
Responsible Officer:*

The purpose of the Exams Policy of Countesthorpe Leysland Community College is:

- to provide quality assurance over the exam process
- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The Exams policy will be reviewed every two years or when requirements change. The Exams policy will be reviewed by the college governors and Senior Leadership Team (SLT).

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **EXAM RESPONSIBILITIES**

### **The Head of Centre (Principal):**

- has overall responsibility for the College as an Exam Centre and advises on appeals and reviews
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*
- the Vice Principal has delegated responsibility for exams and for line managing the Examinations Officer.

### **Examinations Officer:**

- acts under the guidance and direction of the Vice Principal who has delegated responsibility for exams and assessment
- manages the administration of the annual, internal (mock) exams and external exams
- advises the SLT, subject and class tutors, 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 non-examination 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
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges

- line manages the senior Exams Invigilators and the Exam Invigilation Team and organises the recruitment, training, and monitoring of a team of Exam Invigilators responsible for the conduct of exams
- ensures candidates' coursework / non-examination assessments marks are submitted, and any other material required by the appropriate Awarding Bodies correctly and on schedule
- tracks and dispatches coursework / non-examination assessments
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

#### **Heads of Department:**

- guidance and pastoral oversight of candidates who are unsure about exams, entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer
- accurate completion of coursework / non-examination assessment mark sheets and declaration sheets
- decisions on post-results procedures.

#### **Teachers:**

- supplying information on entries, coursework and non-examination assessments as required by the Head of Department and/or Examinations Officer.
- Interpreting results: raw/UMS when dealing with student/parental enquires.

#### **Special Educational Needs Coordinator (SENCO):**

- the identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required)
- working with the Examinations Officer to provide the access arrangements required by candidates in exams rooms.

#### **Senior Invigilators and the Invigilators:**

- assisting the Examinations Officer in the efficient running of exams according to JCQ and Awarding Body regulations
- the collection of exam papers and other material from the exams office before the start of the exam
- the collection of all exam papers in the correct order at the end of the exam and ensuring their secure return to the exams office
- All other duties listed in the current job description.

#### **Candidates:**

- confirming and signing of entries
- understanding coursework / non-examination assessments regulations and signing a declaration that authenticates the coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations
- bringing appropriate equipment for exams
- ensuring that no iPods, mobile telephones, MP3/4 players, Smart watches or potential technological/web enables sources of information are brought into the examination room.

## Qualifications offered

The qualifications offered at this centre are ultimately decided by the Head of Centre.

The types of qualifications offered are GCSEs, GCEs, BTECs and a range of vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the Centre's published Options Booklet for that year. If there is to be a change of specification for the next year, the Exams Office must be informed by the beginning of July on the "qualifications" form that is sent to Heads of Department by the Examinations Officer at the end of June each year.

Informing the Exams office of changes to a specification is the responsibility of the SLT and the Heads of Department.

Decisions on whether a candidate should be entered for a particular KS4 subject will be taken by the Vice Principal in consultation with the Heads of Department and where appropriate SENCO and subject teachers.

At KS5 on rare occasions a student may be allowed to "drop" a subject after discussion with the KS5 team and the Vice Principal.

## Exam series

Internal / mock exams and assessments are scheduled in November (years 11 and 13), May/June (year 10 and year 12), late February (Year 11 core subjects, occasionally during lessons throughout the year).

External exams and assessments are scheduled in the summer exam series each year. There may be exceptions to this that include Maths and English Language GCSEs / re-takes in November, BTECs and some vocational qualifications.

Internal (mock) exams are held under external exam conditions.

The SLT and Heads of Department decide which exam series are used in the Centre where applicable.

## Exam timetables

Once confirmed, the Examinations Officer / Exams Assistant will circulate the exam timetables for mock exams and external exams before each exam series begins.

## Entries, entry details and late entries

- Candidates or parents / carers can request a subject, change of level / tier. However, this must be requested by the entry deadlines and **discussed with the teachers** who will make the entry amendments. Fees may be charged for tier changes or exam entries that have not been recommended by the College
- The Centre does not accept entries from unknown private candidates
- The Centre does not act as an Exams Centre for other organisations
- Entry deadlines are circulated to Heads of Department via email and reminders are given in staff briefing meetings and sometimes by telephone
- Heads of Department will provide estimated entry information to the Examinations Officer in plenty of time to meet JCQ and Awarding Body deadlines
- Entries and amendments made after an awarding organisation's deadline (ie late) require the authorisation, of a member of the SLT
- GCSE re-takes are only available to students in the 6th Form in Maths and English Language (when applicable)

- A-level re-takes are only available to those who are allowed to retake the whole year at the discretion of the College (when applicable)
- Functional skills re-takes are allowed but are limited to exam series availability and charges may be made to candidates for repeating exams
- Re-take decisions will be made by relevant Heads of Department in consultation with SLT.

### **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 Examinations Officer will confirm the deadlines for action well in advance for each exam series
- GCSE entry exam fees are paid by the Centre, re-takes and late fees are charged to candidates and / or department.
- A-Level entry exam fees are paid by the Centre but students who drop subjects without following the correct procedure via 6<sup>th</sup> Form or who leave during the exam series or after the exam entry deadlines will be charged for the exams for which they have been entered
- Functional skills entry exam fees are paid by the Centre, re-takes and late fees are charged to candidates and / or departments
- Late entry or amendment fees are paid by the departments or candidates depending on the reason behind late entry or amendments
- Fee reimbursements are usually sought from candidates:
  - If they fail to sit an exam
  - If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- Re-take fees are paid by the candidates unless the SLT decide a different course of action is appropriate.

### **Equality Legislation**

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 they provide candidates in accordance with requirements defined by the legislation, Awarding Bodies, and JCQ. This is the responsibility of the Principal.

### **Access Arrangements and Reasonable Adjustments**

Access Arrangements and Reasonable Adjustments are implemented in line with the JCQ Regulations: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>.

- The SENCO will inform subject teachers and the Examinations Officer 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 relevant staff in the College and confirmed with Examinations Officer
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO confirmed with Examinations Officer
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Examinations Officer with the support of the SENCO
- Rooming for access arrangement candidates will be arranged by the SENCO with information provided by the Examinations Officer about the main exam room

usage and overspill. Both the SENCO and Examinations Officer will also need to liaise with the SLT regarding practicalities and the HODs when their rooms will be borrowed. Also for arrangements and timetabling changes, the Cover Administrator must agree the chosen rooms

- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO with any gaps being filled by the departmental assistants who are trained in exams invigilation.

### **Contingency planning**

- Contingency planning for exams administration is the responsibility of the Head of Centre, the Vice Principal and the Examinations Officer.
- Contingency plans are available via email from the Exams Office. The plan is in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **Managing invigilators**

- External staff will usually be used to invigilate examinations. These Invigilators will be used for internal (mock) exams and external exams
- Recruitment of Invigilators is the responsibility of the Examinations Officer with support of the Business Manager
- Securing the necessary Disclosure and Barring Service clearance for new Invigilators is the responsibility of the Business Manager with the help of the Examinations Officer who requests the relevant documents and arranges for the individuals concerned to bring them into the College at a suitable time
- DBS fees for securing such clearance are paid by the Centre initially. If the DBS lapses and the update meetings not attended, Invigilators will be required to renew their DBS at a cost to themselves if they wish to continue working at the College
- Invigilators rates of pay are set by the Head of Centre and the Business Manager. Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

### **Malpractice / Maladministration**

The Head of Centre is responsible for investigating suspected malpractice, aided by SLT and the Examinations Officer in accordance with JCQ regulations.

When there is sufficient evidence to implicate an individual in suspected malpractice that individual, whether a candidate or a member of staff, accused of malpractice must:

- be informed (preferably in writing) of the allegation made against him or her
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>
- know what evidence there is to support that allegation
- know the possible consequences should malpractice be proven
- have the opportunity to consider their response to the allegations (if required)
- have an opportunity to submit a written statement
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)

- be informed of the applicable appeals procedure, should a decision be made against him or her
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other Awarding Bodies, the regulators, other appropriate authorities.

Awarding Bodies' decisions on malpractice cases are based on an inter-board agreement which is reflected in the Joint Council for Qualifications (JCQ) publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures. This booklet can be obtained from the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>.

Decisions in cases of suspected malpractice are usually made by a dedicated and trained team of officers at the relevant Awarding Body. In cases of serious malpractice, the decision may be made by a committee of senior officers or an external committee.

Appeals may be initiated against a finding of malpractice and/or the sanction imposed by the Awarding Body. It is not possible to appeal against a decision to take no further action.

Please note that internal candidates and / or their parents / carers are not entitled to appeal directly to the Awarding Body. Representations must be made to the Head of Centre where the candidate was entered or registered. The Head of Centre's decision as to whether to proceed with an appeal is subject to the Centre's Internal Appeals Policy.

Appeals must be made within two calendar weeks of receiving the malpractice decision. Awarding Bodies will reject appeals made outside of this timescale.

### **Exam days**

- The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the Invigilation Team
- Site Management staff are responsible for arranging exam desk set up in the allocated rooms, and will be advised of requirements in advance
- The SLT, Senior Invigilators or Head of Department 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 and what they can do
- 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 session. Papers will be distributed to heads of department in accordance with JCQ's recommendations after all candidates have completed the paper
- After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to Awarding Bodies.

### **Candidates**

- The Examinations Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given in assembly in advance of the exam series

- The Centre's published rules on acceptable dress, uniform and behaviour apply at all times
- 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
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times
- The Examinations Officer supported by relevant subject teachers and SLT is responsible for handling late or absent candidates on exam day.

### **Clash candidates**

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision where necessary.

### **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 and or invigilator to that effect. The candidate must support any special consideration claim with appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Examinations Officer will make a special consideration application to the relevant Awarding Body within seven days of the end of the exam season.

### **Internal assessment**

It is the duty of Heads of Department to ensure that all internal assessments are ready for dispatch at the correct time.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Departments. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Policy.

### **Results**

Candidates will receive individual result slips on results days:

- in person at the Centre
- by post to their home address - candidates to provide a stamped self-addressed envelope in advance
- collected by a family member or friend – candidates must have left written consent with the person concerned and they must be able to provide this when they arrive to pick up the results
- The results slip will be in the form of a centre produced document
- Arrangements for the Centre to be open on results days are made by the SLT with the support of the Examinations Officer.



### **Review of Results (RORs)**

RORs may be requested by Centre staff or the candidate following the release of results. A request for a review 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 RORs will be paid by the candidate or occasionally the centre depending on who has made the request.

All decisions on whether to make an application for an ROR will be made by the Examinations Officer who will be informed of any SLT decision for full cohort reviews, re-moderation and similar. If a candidate's request for an ROR is not supported, the candidate may appeal and the Centre will respond by following the process in its Internal Appeals Procedures.

All processing of RORs will be the responsibility of the Examinations Officer, following the JCQ guidance.

### **Access to Scripts (ATS)**

- After the release and receipt of results, candidates may ask the Exams Office to request the return of written exam papers by the stated deadline for applications and on receipt of full payment of the applicable fee to cashiers.
- Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained. A consent form may be requested from the Examinations Officer
- Reviews cannot be applied for once an original script has been returned
- The cost of ATS will be paid by the candidate or the centre depending on who has made the request
- Processing of requests for ATS will be the responsibility of the Examinations Officer or Exams Assistant.

### **Certificates**

Candidates will receive their certificates:

- in person at the Centre
- posted recorded delivery to an address provided and only where a written permission note from the candidate has been provided and signed by the candidate (this does not include email) and payment has been made to cover the cost of the recorded delivery by the candidate to the College.

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 one year before destroying them in a confidential manner by secure shredding. A record of destroyed certificates must be made prior to destruction and kept in the centre for a minimum of four years. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. This may be via the Awarding Bodies directly, details can be found on their websites.