



Examinations Policy

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The 11-19 Exam Policy

The Policy Purpose

The purpose of this exam policy is:

- to ensure 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 College's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Examinations Officer.



Exam Responsibilities

The Examinations Officer manages the administration of public and internal exams:

- advises the Academic Principal, subject tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- oversees the production and distribution to 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/guardians are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Academic Principal, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Tutors are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to the Academic Principal/Examinations Officer
- The Academic Principal/tutor is responsible for:
 - Identification and testing of candidates, requirements for access arrangements.



- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Tutors need to ensure that:

- The internal assessment is taken under exam conditions.
- Only materials listed are allowed in the exam.
- Ensure that the candidates have no unauthorised materials on them.
- Candidates do not communicate in any way throughout the assessment.

Examinations Officer/Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications

Qualifications Offered

The qualifications offered at this centre are decided by the Director.

The qualifications offered are GCSE, IGCSE and A-Level.

The subjects offered for these qualifications in any academic year may be found on the College website.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers and Tutors.

Exam Series and Timetables

Internal exams and assessments are scheduled in December and March. External exams and assessments are scheduled in November, January and May/June.



The Academic Principal decides which exam series are used at the College.

On-demand assessments can be scheduled only in windows agreed between the Examinations Officer and the senior leadership team is the policy for offering on-demand testing.

Timetable:

Once confirmed, the Examinations Officer will circulate the exam timetable for Internal exams and External exams.

Entries, Entry Details and Late Entries:

Candidates are selected for their exam entries by the tutors.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The College accepts entries from external candidates.

The College does act as an exam centre for other organisations.

Entry deadlines are circulated to staff via Email and Notice board.

Late entries are authorised by subject staff and Exam officer.

GCSE retakes are allowed.

Once, AS re-sits are allowed.

Once, A2 re-sits allowed.

Re-sit decisions will be made in consultation with Candidates, Tutors and Academic Principal.

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.

GCSE entry exam fees are paid by the student.

AS entry exam fees are paid by the student.

A2 entry exam fees are paid by the student.

Late entry or amendment fees are paid by the student.



Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the student.

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The College will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Academic Principal.

Access arrangements

The Academic Principal/Examinations Officer will inform tutors of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Academic Principal/Examinations Officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by an Educational psychologist.

Making access arrangements for candidates to take exams is the responsibility of the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

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

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

Overseas students

Managing overseas students is the responsibility of the Academic Principal/Examinations Officer.



Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Officer.

Private candidates

Managing private candidates is the responsibility of the Examinations Officer.

Estimated grades

Tutors are responsible for submitting estimated grades to the Examinations Officer when requested by the Examinations Officer.

Managing invigilators

Support staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Exams office.

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

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators rates of pay are set by the College administration.

Malpractice

The Academic Principal is responsible for investigating suspected malpractice.

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 invigilator.

Site management is responsible for setting up the allocated rooms.

The Examinations Officer/lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams tutors may be on hand in case of any technical difficulties.



Exam papers must not be read by tutors or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session.

A relevant tutor may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

The College's published rules behaviour apply at all times.

Candidates' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with policy guidelines. Candidates are expected to stay for the full exam time at the discretion of the Examinations Officer or senior invigilator.

Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Examinations Officer is responsible for handling late or absent candidates on exam day or subsequently.

Clash candidates

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

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the College, the Examinations Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

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

Marks for all internally assessed work and estimated grades are provided to the exams office by the Tutors.



Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results

Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the College or by post to their home addresses, candidates to provide self addressed envelope.

Arrangements for the College to be open on results days are made by the Academic Principal.

The provision of staff on results days is the responsibility of the Academic Principal.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Examinations Officer, teaching staff and Academic Principal will investigate the feasibility of asking for a re-mark at the College's expense.

When the College does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are Posted (recorded delivery) and Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates are withheld from candidates who owe fees.



The College retains certificates for Two years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Academic Principal

Examinations Officer

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Date

Date

The policy is next due for review in October 2012



Appendix 1

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the Examinations Officer. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Academic Principal will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. The Senior Tutor or Director of Studies will act as an independent member and will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's finding will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.