



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## EXAMS POLICY

POLICY INTENDED FOR:	Students
CATEGORY:	Curriculum
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Exams Officer
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CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	<p>Dec 17: Removed Academic from Principal, replaced Academic Director with Operations Director. Updated dates on post results service</p> <p>Jan 20: Added Chief Education Officer/removed Operations Director</p> <p>June 21: Appendix updated and removed to reflect changes</p>
NEXT REVIEW:	August 2022

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## THE 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 and Director of Studies.

### EXAM RESPONSIBILITIES

- The Examinations Officer and Director of Studies are responsible for managing the administration of public and internal exams by:
  - advising the Principal, Chief Education Officer, subject tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
  - overseeing 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.
  - Ensuring that candidates and their parents/guardians are informed of and understand those aspects of the exam timetable that will affect them.
  - Consulting with teaching staff to ensure that necessary practical work is completed on time and in accordance with JCQ guidelines and other awarding bodies where relevant.
  - Providing and confirming detailed data on estimated entries.
  - Receiving checking and storing securely all exam papers and completed scripts.
  - Administrating access arrangements and making applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
  - identifying and managing exam timetable clashes.
  - accounting for income and expenditures relating to all exam costs/charges.
  - line managing the Exam Invigilators with the organization of recruitment, training and monitoring of a team of Exams Invigilators responsible for the conduct of exams.
  - arranging for dissemination of exam results and certificates to candidates and forwards, in consultation with the Principal and Academic Director, any appeals/re-mark requests.
  - maintaining systems and processes to support the timely entry of candidates for their exams.

- Is familiar with the entire contents, refers to and directs relevant centre staff to the annually updated JCQ publications including GR and AA
- Ensures the quality of the access arrangements process within the centre
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements are clearly defined and documented
- Ensures a appropriately qualified assessor(s) is appointed and that evidence of the qualification(s) of the person(s) appointed is held on
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place
- Support the SENCO in determining the need for and implementing access arrangements
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Works with teaching staff, relevant support staff and the exams officer to ensure centre-delegated and awarding body approved access arrangements are put in place for candidates taking internal and external exams/assessments
- Ensure Senior leadership team (SLT) and Head of Centre are familiar with the entire contents of the annually updated JCQ publications.
- Ensures staff roles, responsibilities and processes in identifying, requesting and implementing access arrangements are clearly defined and documented
- Ensures a policy demonstrating the centre's compliance with relevant legislation is in place

#### TUTORS ARE RESPONSIBLE FOR THE:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names and specific entry details to the Principal/ Academic Director /Examinations Officer/Director of Studies

#### PRINCIPAL/TUTOR/EXAMINATIONS OFFICER 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:

- Assessment is taken under appropriate conditions.
- Only materials listed are allowed in the exam.
- Ensure that the candidates have no unauthorized materials on them.

- Candidates do not communicate in any way throughout the assessment.

EXAMINATIONS OFFICER/LEAD INVIGILATOR/INVIGILATORS ARE RESPONSIBLE FOR THE:

- Collection of exam papers and other material from the exam's 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
- Adhering to the relevant rules relating to sitting examinations as outlined by the college and JCQ.

## QUALIFICATIONS

### QUALIFICATIONS OFFERED

The qualifications offered at this Centre are decided by Principal and Chief Education Officer.

The qualifications offered are GCSE, IGCSE and A-Level

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents, guardians, and the college tutors.

### EXAM SERIES AND TIMETABLES

Internal exams and assessments are scheduled at Christmas, Easter and mid term.

Regular Saturday subject assessment occurs.

External exams and assessments are scheduled in May/June.

The SLT decides which exam series are used at the College.

### 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 and the Chief Education Officer.

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

The College accepts entries from external candidates.

### EXAM FEES

Exam entry fees are paid by the student. Late entry or amendment 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.

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. Reasonable adjustment will be made.

#### EQUALITY LEGISLATION

All Exam Centre staff must ensure that they meet the requirements of any equality legislation (The Equality Act 2010). The Centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Principal.

#### ACCESS ARRANGEMENTS

The Principal/Chief Education Officer/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 Principal/ Chief Education Officer/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 and /or suitably qualified SENCO

Enabling access arrangements for candidates 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 Examinations Officer.

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

#### CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Examinations Officer and SLT as documented in the Examinations Contingency Policy.

#### EXTERNAL CANDIDATES

Managing external 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

Invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Examinations Officer/Director of Studies.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Manager.

DBS 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 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.

The Examinations Officer is responsible for the organization and setting up the allocated rooms.

The Examinations Officer/Exam Invigilator will start all exams in accordance with JCQ guidelines.

Exam papers must not be read by tutors or removed from the exam room.

Post examination - papers will be distributed to tutors in line with JCQ/CAIE guidelines. Usually 24 hours after the exam day and 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 behaviour rules apply at all times.

A 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 Exams 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 the tutor to ensure that all internal assessment is ready for dispatch, at the correct time. The Examinations 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 and estimated grades are provided to the Examinations Officer 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 Examination 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 via email. If results are to be posted candidates need to provide self-addressed envelope.

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

The provision of staff on results days is the responsibility of the 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, Principal and Academic Director will investigate the feasibility of asking for a review of marking.

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. All EAR charges are payable by the candidate, unless a whole cohort review of marking has been by teaching staff/principal/ Academic Director. Details are provided in Appendix A.

### 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 reviews 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.

The College retains certificates for two years.

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

Principal      Examinations Officer

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Date .....

Date .....

*The policy is reviewed annually*

## APPENDICES

### APPENDIX A: APPENDIX B: EMERGENCIES AFFECTING DELIVERY OF EXAMINATIONS – POLICY GUIDANCE

OIC's policy for disruption to the examination system is written with reference to the Government issued "Joint Contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland" published February 2015 and OIC's Fire Alarm and Evacuation procedure.

The following contingency plans will be followed in situations where the evacuation of OIC's premises (during an exam) becomes necessary for any reason:

The Fire Alarm will be sounded by the Head of Centre and/or a member of the Senior Management Team (SMT).

1. Invigilators will ask candidates to stop writing, put a line under their last answer and sign underneath it. Invigilators will note the time the exam was stopped. Wait for the Head of Centre and/or EO to confirm whether or not it is a false alarm.
2. Should evacuation become necessary, wait for the Exams Evacuation team (see attached) and instruct candidates that they must leave in silence and not communicate with anyone (see OIC Fire Alarm Policy).
3. All candidates to be taken to the defined evacuation area outside 6 London Place and remain under examination conditions.
4. The Head of Centre/and or member of the SLT will consider the following criteria in assessing whether the examination can be continued:
  - Time passed since the official start time of the exam
  - Whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
  - Time left to complete the examination before another session starts
  - Whether continuing the examination would take candidates over the session limit of 3 hours taking into account those candidates that might have access arrangements in place

Should the Head of Centre, Director of Studies and/or member of the SLT decide to continue the session, having made the assessment based on the criteria above, they must be certain that NO communication between candidates has taken place outside of the examination room and the integrity of the examination has been maintained at all times.

5. The examination session will be abandoned:
  - Because of consideration of the criteria above;
  - Because re-entry to the premises cannot be secured;
  - Because the risk of communication between candidates cannot be eliminated.

6. If the examination has to be abandoned, the EO will contact all the relevant exam boards and seek to apply for Special Consideration for affected candidates. Partially completed scripts will be securely held, unless alternative instructions are given by the exam boards.

In the event that candidates are unable to take examinations because the Centre is closed, for any reason, the Head of Centre will endeavour to make provision for candidates to take examinations at an alternative venue with the EO seeking approval from the relevant exam bodies. Oxford International College is a member of Nord Anglia schools consortium which comprises a number of Examination Centre registered sixth form colleges and there is provision to share resources and premises should the need ever arise. This would only apply with the express approval of the examination boards. Should this prove impossible applications for special considerations will be made for affected candidates.

In Accordance with new JCQ access arrangement requirements and adjustments relating to emergency evacuation during examinations, and Contingency Plans, a new set of policies have been produced. These are being kept in the Exams Office.

### FURTHER INFORMATION

For further information about Exams at OIC please speak with Cheryl Brookes.

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