

# Examinations Policy

## 2023/24

This policy is reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

J Edmunds-Grezio/A Gyarmati-Nagy

**Date of next review**

Sept 2024

**WC Examinations policy (2023/24)**

Hyperlinks provided in this document were correct as at September 2023

## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Zoe Fisher</b>
Exams officer line manager (Deputy Head Teacher – Progress & Achievement)	<b>Jayne Edmunds-Grezio</b>
Exams Officer	<b>Angela Gyarmati-Nagy</b>
SENDCo	<b>Lucy Thomas</b>
SLT member(s)	<b>Jayne Edmunds-Grezio, Zoe Fisher, Farrah Daniels (Director of Main School Achievement)</b>

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## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently, in the best interests of the candidates, and with clear guidelines for staff. This exam policy will ensure that:

- ▶ all aspects of the centre's exam process are documented, and other relevant exams-related policies, procedures and plans are signposted
- ▶ the workforce is well informed and supported
- ▶ all centre staff involved in the exams process clearly understand their roles and responsibilities
- ▶ all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that
- ▶ exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance. The policy will be reviewed by the Examinations & Assessment Manager, and the Deputy Head (Achievement and Progress).

This policy will be available to staff and parents via the College website.

## Exam responsibilities

### Head of centre

*“The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.*

[GR 1]

- ▶ Has overall responsibility for the College as an Exams Centre
- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
  - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- ▶ Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation
- ▶ Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- ▶ Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process

- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place. See [Wymondham College Exam Contingency Plan](#)
- ▶ Ensures required internal appeals procedures are in place. See [Wymondham College Non-examination assessments \(internally assessed components\) policy](#).
- ▶ Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place. See [Wymondham College Disability policy \(exams\)](#) Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place. See [Wymondham College Formal Complaints policy](#)
- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements. See [Wymondham College Whole School policy for Safeguarding incorporating Child Protection](#).
- ▶ Ensures the centre has a data protection policy in place. See [Wymondham College Data Protection policy](#)

In the event of the absence of the Headteacher, responsibility for implementing JCQ regulations and requirements relating examinations will be delegated to the Deputy Head – Director of Achievement and Progress.

## Exams officer

*“The examinations officer or quality assurance co-ordinator is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

[GR 1]

- ▶ Manages and administers all internal and external examinations
- ▶ Understands the contents of annually updated JCQ publications including:
  - [General regulations for approved centres](#)
  - [Instructions for conducting examinations](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Post-results services](#) (PRS)
- ▶ Conducts all external exams in accordance with JCQ and awarding body regulations
- ▶ Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ▶ Ensures key tasks are undertaken and key dates and deadlines met
- ▶ Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- Provides an exams archiving policy that identifies information held, retention period and method of disposal. See [Wymondham College Exam Archiving Policy](#)

## Senior leaders (SLT)

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place
- ▶ Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

### **Learning Inclusion Co-ordinator (LIC)**

- ▶ Is familiar with the contents of annually updated JCQ publications including: [\*Access Arrangements and Reasonable Adjustments\*](#)
- ▶ Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- ▶ Gathers evidence to support the need for access arrangements for a candidate
- ▶ Applies for approval through *Access arrangements online (AAO)*
- ▶ Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- ▶ Liaises with the EO regarding exam time arrangements for access arrangement candidates

### **Head of department (HoD)**

- ▶ Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ▶ Meets the internal deadline for the return of information
- ▶ Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- ▶ Checks final entry submission information provided by the EO and confirms information is correct
- ▶ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### **Teaching staff**

- ▶ Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- ▶ Attend relevant awarding body training and update events
- ▶ Ensure appropriate instructions for conducting internal assessment are followed

### **Invigilators**

- ▶ Attend training, update, briefing and review sessions as required
- ▶ Sign a confidentiality and security agreement
- ▶ Conduct exams in every exam room as instructed in training/update events and briefing sessions

- ▶ Record any incidents or irregularities on the exam room incident log

### **Reception staff**

- ▶ Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- ▶ Follow the process to record confidential materials delivered to the centre and issued to authorised staff

### **Site staff**

- ▶ Support the EO in relevant matters relating to exam rooms and resources
- ▶ Ensure maintenance work does not disturb exam candidates in exam rooms
- ▶ Ensure fire alarm testing does not take place during exam sessions
- ▶ Ensure the centre is open and accessible to centre staff and candidates on Results Days, as required

### **Candidates**

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

- ▶ Confirm entry information is correct or notify the EO of any discrepancies
- ▶ Conduct themselves in all exams in accordance with JCQ regulations
- ▶ Meet internal deadlines to request Post Results services
- ▶ Provide informed consent and fees for Post Results services, where relevant
- ▶ Provide appropriate evidence to support special consideration requests, where required

### **Qualifications offered**

The types of qualifications offered are GCSEs and A Levels.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed by 1<sup>st</sup> September of the new year.

Informing the Exams Officer of changes to a specification is the responsibility of the Head of Department

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Department in consultation with the Deputy Head, Progress and Achievement and Head of House.

### **Exam series**

External exams and assessments are scheduled in November (GCSE English & Maths re-takes only) and Summer.

Internal exams (mock or trial exams) are held as below:

Year Group	Exams in
10	April
11	November
12	June/July
13	January

Internal exams are held under external exam conditions.

## Exam timetables

Once confirmed, the Exams Officer will circulate the master timetables for internal and external exams to staff and these will be published on the College website.

Students will be issued with hard copies of personalised exam timetables for internal and external examinations. For the summer GCSE and A Level exams, timetables will be issued before February Half Term. Exam timetables will also be available for students and parents to view via their SchoolBase Online logins.

## Entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal with the approval of the Head of Department and/or Deputy Head, Progress and Achievement.

The centre accepts entries from Private Candidates (see below)

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Heads of Department via email & internal post/pigeonhole,

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 agreement of the Exams Officer

## 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 for each exam series.

GCSE and A Level entry exam fees are paid by the centre

Late entry or amendment fees are paid by the department or candidate.

Fee reimbursements are 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-sit fees are paid by the candidates (with the exception of Year 12 students required to re-take Maths or English Language).

## 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ.

## Access arrangements

The Access Arrangements Coordinator 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 Access Arrangements Coordinator.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Access Arrangements Coordinator

Rooming for access arrangement candidates will be arranged by the Exams Office

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

## Contingency planning

See [Wymondham College Exam contingency plan](#)

## Private Candidates

Managing private candidates is the responsibility of the Exams Officer.

Private candidates (including ex-students) are accepted for GCSE, IGCSE and A Level qualifications offered by AQA, OCR and Pearson (Edexcel), provided there is no NEA component.

Private candidates will be charged the Awarding Body's entry fee, plus an administration fee dependant on the number of qualifications they are taking per series.

No of Qualifications	2022/23 Administration Fee
1	£75
2	£100
3	£125
4+	£150

In addition, they will be charged invigilation costs if no Wymondham College students are taking exams in the exam room at the same time.

Private Candidates with approved access arrangements will be accommodated where possible but must make their requirements known at the time of enquiry and provide supporting evidence.

Private Candidates are required to bring photo ID such a Passport or Driving Licence to each exam for identification purposes.

## Managing invigilators

External staff will be used to invigilate examinations.

*These invigilators will be used for internal exams and external exams*

Recruitment of invigilators is the responsibility of the Examination Officer in conjunction with the HR Department

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

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

Invigilators' rates of pay are set by the College.

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

## Malpractice

The Head of Centre, in consultation with SLT, is responsible for investigating suspected malpractice.

## Exam days

The Exams Office 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 staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

SLT and subject staff will 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.

The students will all have photo ID cards on their desks so that the invigilators can identify them

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

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. Spare papers will be distributed to Heads of Department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams Assistant and Receptionist.

## Candidates

The Exams Officer will provide information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Vice Principal and Exams Officer.

The centre's published rules on acceptable dress 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.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full scheduled exam time.

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

The Exams Officer and College Office are responsible for handling late or absent candidates on exam day.

## Clash candidates

The Exams Officer will be responsible for resolving any timetable clashes and notifying the students of any rescheduled exams, and the arrangements that have been made for any supervision between exams.

The Exams Officer will be responsible for arranging a secure venue and supervision for clash candidates for the period between their exams.

If Day Pupils require overnight supervision, it is the parents' responsibility to ensure that the student is supervised, and the integrity of the exam is withheld in accordance 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 Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

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

## Non-Examined Assessment (NEA)

Students must be informed of their NEA marks by the HoD. Any appeals will be dealt with in accordance with the centre's NEA Policy.

Finalised marks for all internally assessed work are entered online, using the Awarding Bodies' secure websites, by the HoD.

It is the duty of the HoD 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.

## Results

Candidates can receive their external exam results on the published results days,

- in person at the centre, between 08:30 and 11:00
- by logging into SchoolBase Online from 08:30

Results 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 results slip will be in the form of a centre produced document.

## Post-Results Services (Enquiries about Results/EARs)

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.

Students will all receive a copy of the Post Results Services form, showing fees and deadlines.

The cost of EARs will be paid by the candidate, in advance, unless requested by the Head of Department

Should the EAR result in a grade improvement, the fee will be reimbursed.

All processing of EARs will be the responsibility of the Exams Office following the JCQ guidance.

If a student wishes to appeal the outcome of an EAR, they must contact the Head of Centre as soon as possible, stating the grounds of the appeal, with supporting evidence if available. The Head of Centre, in consultation with teaching staff, will then decide whether or not there are grounds for an appeal and will notify the candidate accordingly.

## Access to Scripts (ATS)

After the release of results, candidates may request the return of written exam papers any time up until the published deadline.

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 the ATS will be paid by the candidate, in advance, unless requested by the Head of Department.

Processing of requests for ATS will be the responsibility of the Exams Office

## Certificates

Candidates will be notified by email when their certificates are ready. They can receive their certificates

- in person at the centre. Current students can collect their certificates from the Exams Office. Students who have left the College can collect their certificates from Reception. All certificates must be signed for.
- by post (recorded delivery/signed for) if they have left the College and paid the corresponding fee.

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 10 years.

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