



**COLEG
CAMBRIA**

Examinations Policy

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Purpose

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of candidates;
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff
- All examinations and external assessment processes are conducted in line with national and examining body regulations;
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

Risk

The college Risk Register is used to monitor all Exams related risks, and actions to manage these. These include malpractice, safe keeping of exam papers and inclement weather issues.

Responsibilities

The Head of Centre:

- has overall responsibility for the school/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 Manager :

- manages the administration of external exams.
- advises the senior leadership team, 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 are informed of 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.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *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 senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Directors and Deputy Directors are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Oversee the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Manager, for their area of responsibility.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Tutors are responsible for:

- Supplying information on entries, claim sheets, coursework and controlled assessments as required by the Director/Deputy Director or Exams Manager.

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

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

Invigilators are responsible for:

- assisting the Exams Manager in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

Candidates are responsible for:

- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Seeking clarification, from the exams team, on any communication received from the exams department that they do not fully understand.
- ensuring they conduct themselves in all exams according to the JCQ regulations.
- Reporting any concerns in relation to themselves, or others, which could affect their performance or the performance of others sitting the exam to the Exams Manager as soon as possible.

Communication & Bilingualism

A version of this policy is available in Welsh.

Equality Impact Assessment

Stage one carried out 6th May 2015. Does not require stage 2.

Consultation Process

IS Team, Campus Council, SMT, Board

Lifespan of Document

Please see the front cover for information.

The policy will be in place for 3 years before a formal review is required. JCQ issue new guidelines annually and this may require minor policy updates during this time.

Implementation Plan

Content of policy is already in place.

Key Performance Indicators & Standards

The college is subject to frequent exam inspections organised by JCQ and various awarding bodies. The inspection results are an indication of performance and standards any recommendations and actions are followed up.

The number of complaints in relation to exams is also monitored and can be used as a performance indicator.

References

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

Qualifications and Exams Offered

- The qualifications offered at this centre are decided by the Directors.
- Decisions on whether a candidate should be entered for a particular subject will be taken by Tutor in consultation with the Director/Deputy Director and Candidate.
- Internal Exams are not administered by the Exams Manager.
- External, on-demand assessments are offered, where applicable, and must be reported to the Exams Manager. These assessments are run under normal exam conditions and regulations.

Registrations, Entries & Fees (including resits)

- Entries must be submitted electronically by Tutors in accordance with the entry deadlines published on the Intranet.
- The Exams Team will submit entries to the Awarding Bodies in accordance with their procedures.
- Where exam entries are submitted late, and incur late fees these costs will be recorded centrally and reviewed periodically by the management team.
- The college will normally pay all exam fees on behalf of Full Time students, or those under 19 at the start of the academic year.
- PT students may be charged exam fees, as published as part of the marketing information for their course.
- Students resitting exams should complete a resit form to the Exams Department in accordance with the deadlines given with previous Exam Results. All students are expected to pay their own resit fees.
- The centre does accept entries from private candidates for exams being taken by internal candidates provided there is no coursework or practical assessment. Where a private candidate wishes to sit an exam being run by the college for internal candidates this is at the discretion of the Exams Manager. External candidates must pay full entry fee plus a £50 administration fee which includes invigilation costs.

Access Arrangements

All exams staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law, in accordance with the Equality Act (2010) and Disability Discrimination Act (2005).

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager using information supplied by the Learning Support Team which must be supplied in a timely manner.
- Locations for access arrangement candidates will be arranged by the Exams Manager, in conjunction with the Learning Support Team
- Invigilation for access arrangement candidates will be organised by the Exams Manager.

Exam Timetables & Clash Candidates

Once all exam entries have been made a report is run to identify all clash candidates, a clash candidate being a candidate who has 2 or more exams timetabled at the same time. Each clash is resolved by moving the start time of one of the exams to either the morning or afternoon, depending on when the clash occurs.

Once all clashes are resolved, candidates are then seated using the Exams Seating report. Before this can be done the exams rooms have to be designed for every session within the exams period.

Once all the candidates have been seated, individual examination timetables are printed and sent to students with instructions regarding the examination rules and regulations. Those with over-lunch clashes are informed that they are clash candidates and that they are not allowed to leave the exam room unaccompanied between exams.

Regulations & Invigilation

- All exams are conducted in accordance with JCQ regulations where applicable, or in accordance with the guidelines issued by the relevant Awarding Body.
- Candidates are issued with instructions when they receive their timetable. These regulations are also displayed outside of the exam rooms.
- Coleg Cambria employs a team of Invigilators. These staff are subject to normal recruitment processes including DBS checks. They are also provided with full training when they start and regular update training each year following JCQ updates. These updates are also given to any other Coleg Cambria staff invigilating exams as part of their role.
- Each invigilator is provided with an Invigilation Pack that includes essential information and guidance, and also the JCQ guidelines.
- All Invigilation staff are expected to make themselves available during main Exam Periods each year.
- It is the responsibility of the Invigilator(s) to:
 - ensure all candidates have an equal opportunity to demonstrate their abilities;
 - ensure the security of the examination before, during and after the examination;
 - prevent possible candidate malpractice;
 - prevent possible administrative failures.

Special Consideration

- Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student/ parent/ carer's responsibility to alert the College, the Examinations Office, or the examination invigilator, to that effect.
- The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- The Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.
- If an unforeseen event affects the running of an exam – for example a prolonged fire alarm or unexpected interruption – this instance should be reported to the Assistant Head overseeing Examinations. It is the responsibility of the Exam's Manager to apply for special consideration to the relevant exam board, in such an eventuality.

Controlled Assessments & Coursework

Please refer to the Controlled Assessment Policy.

Exam Days

The Exams Manager 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.

The Centre exams staff will start and finish all exams in accordance with JCQ guidelines.

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.

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 tutors, on request, in accordance with JCQ's recommendations.

After an exam, the Centre exams staff will arrange for the safe dispatch of completed examination scripts to awarding bodies.

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, and college's Student Discipline Policy. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Manager is responsible for handling late or absent candidates on exam day, in conjunction with the invigilators, Tutors, and Directors.

Malpractice

Suspected malpractice can be reported to the college by anyone, and any means.

The Head of Centre in consultation with relevant Directors and the Head of Information Systems is responsible for investigating suspected malpractice.

Access to Scripts & Remarks

If the college makes an enquiry about the result and a subsequent appeal of an examination after your subject grade has been issued, there are three possible outcomes:

- The original mark is lowered, so the final grade may be lower than the original grade received.
- The original mark is confirmed as correct, and there is no change to the grade.
- The original mark is raised, so the final grade may be higher than the original grade received.

Appeal forms are issued with result notifications, this includes costs and deadline dates. In order to proceed with the enquiry about results, candidates must complete and sign the appropriate forms. Please refer to the Internal Appeals Policy for External Qualifications Policy for further details.

As soon as the outcome is delivered to the centre the candidate will be contacted by the examinations department as to the outcome.

Results

- Students will receive individual results slips on results days either in person at the centre or by post to their home addresses.
- Internal Candidates also receive results via email on results day.
- It is the responsibility of the Exams Manager to make arrangements for the distribution of results on results days and to ensure sufficient provision of staff.

Certificates

- Certificates are received into the college on a regular basis, at which point they are scanned and then prepared for distribution.
- Certificates are either given to students directly via their tutors, or posted to their Home address
- If a certificate is lost in the post the College will replace this for free. If a student requires a new certificate they will be charged in accordance with the Awarding Body fees.
- The Exams team make every effort to ensure certificates reach the candidate, however, where an address cannot be obtained, or a certificate is returned undelivered, these will be retained by the centre for 10 years to enable collection by the candidate.