Cheshire College
South & West

Examinations Policy

Key Information	
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ELT Post Responsible for Update and Monitoring	Vice Principal – Innovation, Curriculum and Quality
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1. Purpose

1.1 The purpose of this policy is to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates as well as to ensure the operation of an efficient examinations system with clear guidelines for all relevant staff.

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

1.3 The examinations policy will be reviewed each year considering changes to JCQ Guidelines.

1.4 The examinations policy will be reviewed by the Examinations Manager and the Executive Director of Information & Planning

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

1.6 This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or sexual orientation, marital status, religion or belief, age, disability, or any other personal characteristic. The policy will take account of learners with access / inclusion needs as part of their reasonable adjustments.

2. Examinations Responsibilities

2.1 The Head of Centre / Principal:

    2.1.1 has overall responsibility for the college as an Examinations Centre; and

    2.1.2 is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document, Suspected Malpractice in Examinations and Assessments: Policies and Procedures and the College document Malpractice & Maladministration Policy.

2.2 Examinations Manager:

    2.2.1 manages the administration of external examinations and internal examinations where necessary;

    2.2.2 advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by the various Awarding Bodies;

    2.2.3 oversees the production and distribution to all Centre staff and candidates, of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;

    2.2.4 ensures that candidates and their parents are informed of the exam timetable that will affect them;

    2.2.5 checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines;

    2.2.6 maintains systems and processes to support the timely entry of candidates for their examinations;

    2.2.7 receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines;

    2.2.8 administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration;

    2.2.9 identifies and manages exam timetable clashes;

    2.2.10 accounts for income and expenditures relating to all exam costs/charges;

    2.2.11 oversees the examinations invigilators, organises training, and monitoring of a team of examinations invigilators / staff responsible for the conduct of examinations;

    2.2.12 ensure candidates' coursework/controlled assessment marks are submitted timely by curriculum staff, and any other material required by the appropriate Awarding Bodies correctly and on schedule;

    2.2.13 tracks and dispatches returned coursework/controlled assessments;

    2.2.14 arranges for dissemination of exam results and certificates to candidates and forwards in consultation with the senior management team and any post service requests; and

    2.2.15 advises on appeals and remarks

2.3 Assistant Principals and Assistant Directors are responsible for:

2.3.1 checking all candidates are enrolled on the correct courses in advance of the registration deadlines
2.3.2 providing guidance to and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries and resits;
2.3.3 accurately completing examination entries and all other mark sheets and adherence to deadlines as set by the Examinations Manager;
2.3.4 accurately completing coursework/controlled assessment mark sheets and declaration sheets;
2.3.5 the resilience of assessment (included in the Assessment and Internal Verification Moderation Policy);
2.3.6 informing the Examinations Office, in a timely manner, of changes to a specification or component units.

2.4 Tutors are responsible for:

2.4.1 supplying information on registrations/entries, coursework and controlled assessments as required by the Assistant Directors, Assistant Principals and Examinations Manager.

2.5 The Learning Support and Inclusion Managers is responsible for:

2.5.1 identification and testing of candidates' requirements for access arrangements and notifying the Examinations Manager in good time so that they can process any necessary applications in order to gain approval *(if required)*; and
2.5.2 working with the Examinations Manager to provide the access arrangements required by candidates in exam rooms.

2.6 Lead Invigilator/Invigilators are responsible for:

2.6.1 assisting the Examinations Office in the efficient running of examinations according to JCQ regulations;
2.6.2 collection of exam papers and other material from the Examinations Office before the start of the exam; and
2.6.3 collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Examinations Office .

2.7 Candidates are responsible for:

2.7.1 Checking and querying statement of entries;
2.7.2 understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own; and
2.7.3 ensuring they conduct themselves in all examinations according to the JCQ regulations.

3. **Qualifications Offered**

3.1 The qualifications offered at the Centre are decided by the Executive Leadership Team (ELT) and the Curriculum Planning Group.

3.2 The subjects offered in any academic year may be found in the College's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Assistant Director must submit for approval an Offering Change Request by end of April in the preceding year.

4. **Exam Series**

4.1 Internal examinations (mock or trial examinations) and assessments, where applicable are scheduled in the academic year, mock examinations may be scheduled at other times as required by the curriculum area and will be held under external examination conditions. These are the responsibility of the Assistant Director to arrange and resource.

4.2 External examinations and assessments are scheduled throughout the academic year.

4.3   The Centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between ADs and the Examinations Manager; bookings for these must follow the exam booking guidance.

5.   Examination Timetables

5.1   The exams timetable will be available online with all confirmed exam dates.

6.   Entries, Entry Details and Late Entries

6.1   Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

6.2   The Centre does not accept entries from private candidates.

6.3   The Centre does not act as an examinations centre for other organisations.

6.4   Entry deadlines are circulated to Assistant Directors and Curriculum Teams via email, briefing meetings, and College intranet.

6.5   Assistant Directors and Curriculum Teams will provide estimated entry information to the Examinations Office to meet JCQ and Awarding Body deadlines.

6.6   Entries and amendments made after an Awarding Organisation's deadline *(i.e., late)* require the authorisation, in writing, of the Assistant Principal.

6.7   GCSE re-sits/retakes are allowed if agreed with Assistant Directors.

6.8   Functional skills re-sits/retakes are allowed for current college learners only.

6.9   Re-sit decisions will be made by tutors / candidates in consultation with learners and Assistant Directors; following the Exam Resit Procedure

7.   Examination Fees

7.1   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.

7.2   The Examinations Manager will publish the deadline for action well in advance for each examination series.

7.3   Re-sit fees are paid by the candidates following the Exam Resit Procedure.

8.   Equality Legislation

8.1   All Examination Centre staff must ensure that they meet the requirements of any equality legislation.

8.2   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 Examinations Manager.

9.   Access Arrangements

9.1   The Learner Services Team 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/examinations.

9.2   A candidate's access arrangements requirement is determined by the Learner Services Team.

9.3   Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the subject tutors.

9.4   Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Examinations Office.

9.5   Rooming for access arrangement candidates will be arranged by the Examinations Office with support from the Learner Services Team.

9.6   Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Manager with support from the Learner Services Team.

10.   Overseas Candidates

10.1   Managing overseas candidates is the responsibility of the International Office and curriculum subject tutors, including timely and appropriate communications with the Examinations Office.

11.   Examination Contingency planning

11.1   Contingency planning for examinations administration is detailed in the Exams Contingency Policy.

12.   Managing Invigilators

12.1   Invigilation of exams is carried out by both the College appointed Exam Invigilators and College Staff.

12.2   Invigilators will be used for external examinations and controlled assessments.

12.3   Invigilators are trained by the Examinations Manager or Exams Officer in line with the JCQ Guidance. Training takes place for all newly appointed invigilators; for continuing invigilators there are compulsory updates twice a year.

12.4   Invigilators are timetabled and booked in advance to invigilate an exam.

13.   Responsibilities of Invigilators

13.1   All invigilators must:

        1.6.1   attend all allocated shifts *(except in the case of emergency)*;
        1.6.2   remain vigilant and attentive - do not read, check emails or phones etc in the exam venue unless expressly permitted by the Examinations Office to seek help/support from the Examinations Office;
        1.6.3   remain quiet and calm and do not disturb learners unnecessarily;
        1.6.4   treat all learners fairly and without discrimination;
        1.6.5   undertake no action that would confer an advantage or disadvantage upon any learner;
        1.6.6   maintain the anonymity of exam scripts;
        1.6.7   maintain the security and confidentiality of exam materials;
        1.6.8   be vigilant for any suspected malpractice / maladministration and
        1.6.9   complete all paperwork required by the Exams Office / Awarding Body.

14.   Malpractice

14.1   The Head of Centre has overall responsible for investigating suspected malpractice. More detail is included in the College Malpractice and Maladministration Policy.

15. Examination Days

15.1 The Examinations Manager will oversee booking of all exam rooms after liaison with other users, and ensure the invigilators have the correct materials.

15.2 Estates Teams are responsible for setting up the allocated rooms and will be advised of requirements in advance.

15.3 The Lead Invigilator or Examinations staff will start and finish all examinations in accordance with JCQ guidelines.

15.4 Subject staff maybe present outside the exam room for the purposes of checking attendance, they must not enter the exam room. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

15.5 In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

15.6 Examination 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 subject tutors in accordance with JCQ's recommendations.

15.7 After an exam, the Examinations Manager will arrange for the safe dispatch of completed examination scripts to Awarding Bodies, working in conjunction with examinations administrators.

16. Candidates

16.1 The Examinations Manager will provide emailed statement of entry to candidates in advance of each exam series.

16.2 The Centre's published rules on acceptable dress and behaviour always apply. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

16.3 In an examination 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, watches and other electronic communication. Any precluded items must not be taken into an exam room.

16.4 Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination.

16.5 Candidates who leave an examination room, to use the toilet for example, must be always accompanied by an appropriate member of staff.

16.6 The Examinations Manager/Lead Invigilator is responsible for handling late or absent candidates on the examination day.

17. Clash Candidates

17.1 The Examinations Manager will be responsible as necessary for informing candidate of clashes, organising supervision, identifying a secure venue and arranging overnight supervision (if required).

18. Special Consideration

18.1 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 Examinations Manager to that effect.

18.2 The candidate must support any special consideration claim with appropriate evidence within JCQ published number of days after the exam.

18.3 The Examinations Manager will make a special consideration application to the relevant Awarding Body within 7 days of the exam.

19. Internal Assessment / NEA

19.1 It is the duty of Assistant Directors to ensure that all internal assessment are ready for dispatch at the correct time.

19.2 The Examinations Manager will keep a record of each dispatch, including the recipient details and the date and time sent.

19.3 If required, marks for all internally assessed work are provided to the Examinations Office by the tutors/Assistant Directors.

20. Results and Certificates

20.1 Candidates will receive individual result slips / email or certificates for their results in one of the following ways (dependent upon the Awarding Bodies requirements):

   20.1.1 in person at the Centre;
   20.1.2 by post to their home address;
   20.1.3 collected and signed for; or
   20.1.4 electronically via their College/personal email address.

20.2 The results slip / email will be in the form of a Centre produced document and show provisional results only.

20.3 The provision of staffing on results days is the responsibility of the Assistant Principals – Curriculum.

20.4 Full details of Exam Certificate Guidelines are in the Exam Certificate Issue and Retention Procedure.

21. Enquiries About Results (EAR) / Post Results Service

21.1 EARs may be requested by Centre staff or the candidate following the release of results.

21.2 A request for a re-mark or clerical check requires the signed consent of the candidate.

21.3 Requests for remarks must be made by the Exam Department deadlines; where priority remarks are available, the deadlines will be earlier and result in increased cost.

21.4 A request for a re-moderation of internally assessed work may only be submitted with the consent of the college and the whole group of candidates.

21.5 The cost of EARs will be paid by the candidate.

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

22. Access to Scripts (ATS)

22.1 After the release of results, candidates may request access to copies of written exam papers within the published deadlines. These requests should be submitted through the Examination Office.

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

22.3   Reviews of marking cannot be applied for once an original script has been returned.

22.4   The administrative cost of ATS will be paid by the candidate.

22.5   Processing of requests for ATS will be the responsibility of the Examinations Office.

23.   Appeals

23.1   All Appeals are conducted in line with specific Awarding Body instruction. Candidates should refer to the Academic Appeals Policy for guidance on how to progress and appeal.