



The Governing Body for Carisbrooke College and Medina College

Examinations policy

Author	G Rogers
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Version	Date	Description
0.1	November 2013	Initial Draft
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Contents

- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality legislation
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

Introduction

The purpose of this Examinations Policy is to:

- Ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- Ensure the operation of an efficient examinations system, with clear guidelines for all relevant staff.

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

The examinations policy will be reviewed every year by the Assistant Headteacher in charge of assessment and examinations.

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

Examination responsibilities

The Head of Centre is responsible for:

- Carisbrooke College/Medina College/IIVI Form Campus, accordingly, as an Examinations Centre
- Checking with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Reporting all suspected or actual incidents of malpractice - refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments.'

The Assistant Headteacher is responsible for:

- Accounts for income and expenditure relating to all examination costs/charges.

The Examinations Officer is responsible for:

- Managing the administration of internal and external examinations
- Advising 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
- Overseeing the production and distribution of an annual calendar for all examinations, in which candidates will be involved, to all Centre staff and candidates and communicating regularly with staff concerning imminent deadlines and events.
- Ensuring candidates and their parents/carers are informed of, and understand, those aspects of the examinations timetable that will affect them.
- Providing estimated entries, where appropriate, to the Examination Boards.
- Maintaining systems and processes to support the timely entry of candidates for their examinations.
- Receiving, checking and storing securely all examination papers and completed scripts and ensuring scripts are dispatched as per the guidelines.
- Making applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifying and managing any potential examination timetable clashes.
- Line management of Examination Invigilators, including their recruitment and training.
- Ensuring candidates' coursework / controlled assessment marks are submitted, together with any other material required by the appropriate awarding bodies, correctly and on schedule.
- Tracking, dispatching and storing returned coursework / controlled assessments.
- Arranging the dissemination of examination results and certificates to candidates and, processing any post results service requests.
- Advice on appeals and re-marks

The Heads of Faculty/Subject are responsible for:

- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Liaising with students and exams officer to ensure subject specific enquiries about results are dealt with accordingly.

Teachers are responsible for:

- Supplying timely information on entries, coursework and controlled assessments, as required by the Head of Faculty/Subject and/or Examinations Officer, in adherence to deadlines.

The Special Educational Needs Coordinator (SENCo) is responsible for:

- Identification, testing and processing of candidates' requirements for access arrangements, in adherence to the JCQ deadlines.
- Working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.

Lead Examination Invigilator/Examination Invigilators are responsible for:

- Assisting the Examinations Officer in the efficient running of examinations in accordance with JCQ regulations.
- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and ensuring their safe return to the Examinations Office.

Candidates are responsible for:

- Checking entries are correct.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all examinations according to JCQ regulations.

Qualifications offered

The qualifications offered at this Centre are decided by the Head of School.

The types of qualifications offered are:

GCSE; BTEC; NCFE CERTIFICATES; COPE; LEVEL 1 AND 2 CERTIFICATES; ECDL

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 academic year, the Examinations Officer must be informed by September.

Informing the Examinations Officer of any changes to a specification is the responsibility of the Heads of Faculty/Subject.

Decisions on whether a candidate should be entered for a particular subject will be taken by Senior Leadership Team collectively.

Examination series

Internal examinations (mock or trials) and assessments are scheduled each year.

External examinations and assessments are scheduled each May and June, with English and Maths re-sits in November.

Internal examinations are held under external examination conditions.

The Centre does offer some assessments on an on-demand basis. On-demand assessments can be scheduled in agreement with the Examinations Officer.

Examination timetables

Once confirmed, the Examinations Officer will circulate the timetables for internal and external examinations before each series begins.

Entries, entry details and late entries

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

The Centre does not accept entries from private candidates.

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

Entry deadlines are circulated to all staff via email and during staff briefings. Heads of department/curriculum will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines. Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the head of faculty/department, late fees will be payable by the faculty and leadership will be informed by the exams officer.

Re-sits are permitted, where available, within 12 months of the first sit.

Examination 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 Examinations Officer will publish the deadline for action well in advance for each examination series.

On time first entries will be paid for by the centre.

Late entry or amendment fees are paid by the department responsible for the late entry, or the candidate (where applicable.)

Fee reimbursements are sought from candidates if they:

- fail to sit an examination, or do not meet the necessary coursework requirements, without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates, or by the department requesting the re-sit

Equality Legislation

All Examination 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 candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENCo will inform subject teachers about candidates with special educational needs and/or any special arrangements that individual candidates may have during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangements are the responsibility of the SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo

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

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

Contingency planning

Contingency planning for examinations administration is the responsibility of the, leadership team and will be made available to staff appropriately and in good time.

Managing Examination Invigilators

External staff will be used to invigilate examinations. These invigilators will be used for internal and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer and Human Resources.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Human Resources Assistant.

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

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

Malpractice

The Head of Centre, in consultation with the Examinations Officer, is responsible for investigating suspected malpractice.

Examination days

The Examinations Officer will book all examination rooms after liaison with other users and make available to the invigilator all question papers, examination stationery and materials. Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements well in advance.

The invigilator in charge will start and finish all examinations in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do, and must have permission from the exams officer.

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

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no sooner than 12 hours after candidates have completed it.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the lead invigilator.

Candidates

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Examinations Officer in the form of an assembly and accompanying booklet.

The Centre's published rules on uniform 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 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 and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer, in collaboration with the Attendance office, are responsible for handling late or absent candidates on examination day.

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 unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre's Examinations Officer to that effect. The candidate must support any special consideration claim with appropriate evidence within 7 days of the examination. The Examinations Officer will make a special consideration application to the relevant awarding body within 10 days of the examination.

Internal assessment

It is the duty of heads of department 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 are provided to the Examinations office by the subject teachers. The Examinations Officer will inform staff of the date by which any appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the Centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on results days, either:

- (a) in person at the Centre
- (b) by post to their home address

The results slip will be in the form of a Centre-produced document.
Any results slips not collected will be posted to the candidate's home address.

Arrangements for the Centre to be open on results days, and the provision of relevant staff are made by the Head of Centre.

Enquiries about Results (EAR)

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 re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the Centre or candidate, depending on who has requested the enquiry.

Final decisions on whether to make an application for an EAR will be made by the candidate/candidate's parents/carers.

If a candidate's request for an EAR is not supported, the candidate may appeal and the Centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer, following JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examination papers within the published EARS deadline.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the Centre / candidate depending on who has requested the script.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

Certificates

Candidates will receive their certificates in person at the Centre.

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 may destroy uncollected certificates after 3 years.

Replacement certificates can only be requested from the awarding bodies by the candidate. The candidate will need to pay the cost for the replacements.

Head of Centre

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Date

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Examinations Officer

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Date

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