

## 1. Introduction

The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff
- To ensure exams are administered in accordance with JCQ regulations

It is the responsibility of everyone involved in the centre's exam processes to read this policy.

The Head Teacher and the Data & Communication Manager will review the exams policy annually.

The Centre examination process is set out in appendix 1 to this policy.

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

## 2. Exam responsibilities

### The Head Teacher/ Heads of Centres:

- Have overall responsibility for the college as exams centres and advise on appeals and re-marks, on the advice of the Data and Exams Officers.
- Are responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document suspected malpractice in examinations and assessments.
- Account for income and expenditures relating to all exam costs/charges.

### Data & Exams Officer:

- Manages the administration of internal exams and/or external exams.
- Advises SLT, the Data & Communication Manager, Curriculum Coordinator, 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 of an annual calendar in liaison with Heads of Centres for all exams in which candidates will be involved,



and communicates regularly with relevant staff concerning imminent deadlines and events.

- Ensures that candidates and their parents/carers are informed of and understand 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.
- 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 and Data & Communication Manager, any post results service requests.

### **Heads of Centres (HoCs) are responsible for:**

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Data & Exams Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

### **Teachers are responsible for:**

- Supplying information on entries, coursework and controlled assessments as required by the Head of Centre/Curriculum Coordinator and/or Data & Communication Manager/Data & Exam officers.



The **Special Educational Needs and Disabilities Coordinators (SENDCos)/Curriculum Coordinator are responsible for:**

- identification and testing of candidates' requirements for access arrangements and notifying the Data & Exams Officer and Heads of Centres 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 Data & Exams Officer and Heads of Centres to provide the access arrangements required by candidates in exams rooms.

**Invigilators are responsible for:**

- 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.
- Sole Invigilators have their mobile phones on silent in their possession in order to contact HOC or Data and Exams Officer in case of need.

**Candidates are responsible for:**

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

**3. Qualifications offered**

The Curriculum Coordinator decides the qualifications offered within the APC.

The types of qualifications offered are GCSE, Entry Level, Functional Skill and Vocational.

The Subject Teacher in consultation with the SENDCos and Examinations Officers will take decisions on whether a candidate should be entered for a particular subject.



#### **4. Exam series**

Internal exams are held under external exam conditions.

The APC does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Curriculum Coordinator and the Examinations Officers.

#### **5. Exam timetables**

Once confirmed, the Data & Exams Officers will circulate the exam timetables for internal and/or external exams before each series begins.

#### **6. Entries**

##### **Entry details and late entries**

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

The WSAPC does not accept entries from private candidates.

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

Entry deadlines are circulated to Heads of Centres/Curriculum Coordinator /Subject Teachers via email, noticeboard, briefing meetings and internal post/pigeon hole

Head of Centres/Curriculum Coordinator/Subject Teachers will provide estimated entry information to the Data & Exams Officers to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of budget holders.

GCSE re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by Head Teacher/Heads of Centres in consultation with Subject Teachers.



The college exam entry procedures are set out separately in Appendix 1 in this document.

## **7. Estimated grades**

Subject Teachers are responsible for submitting estimated grades to the Data & Exams Officer if and when requested by the Data & Exams Officer.

## **8. 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 Data & Exams Officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid from the allocated exam budget of the main centre attended by the pupil.

Functional skills entry exam fees are paid from the allocated exam budget of the main centre attended by the pupil.

Late entry or amendment fees are paid by from the allocated exam budget of the main centre attended by the pupil.

Re-sit fees are paid from the allocated exam budget of the main centre attended by the pupil.

Fee reimbursements are sought from candidates if they do not meet the necessary coursework requirements or do not attend an exam without medical evidence or evidence of other mitigating circumstances.

## **9. Equality Legislation**

All staff involved in the exam process must ensure that they meet the requirements of any equality legislation.

The WSAPC will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head Teacher.



## 10. Access arrangements

The SENDCos/Curriculum Coordinator will inform Subject Teachers of candidates with special educational needs and of 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 SENDCos.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCos with assistance from the Data and Exams Officer.

The SENDCos/Heads of Centres will arrange rooming for access arrangement candidates.

Word Processors are allowed in examinations if it is the pupil's normal way of working and agreed by SENDCos in accordance with JCQ regulations and *College Word Processor/Laptop policy*.

All access arrangement must be passed by the Data & Exams Officer to ensure JCQ regulations are adhered to.

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

## 11. Contingency planning

Contingency planning for exams administration is the responsibility of the Head Teacher/Heads of Centres/Data & Communication Manager.

Contingency plans are available on Sharepoint and via email, briefing meetings, internal post/pigeon hole and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. See college *Exam Contingency Policy*.



## **12. Managing invigilators**

External staff may be used to invigilate examinations in certain circumstances. Invigilators are trained and briefed by the SENDCos/Data and Exams Officers.

JCQ Regulation training sessions must be held for new invigilators and update meetings must be held for existing invigilators annually.

## **13. Malpractice**

The Heads of Centres in consultation with the Data & Communications Manager/ Examinations Officers are responsible for investigating suspected malpractice.

## **14. Exam days**

The Data & Exams Officer will make the question papers, other exam stationery and materials available for the invigilator.

Premise management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

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

Subject staff may 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.

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 Heads of Centres in accordance with JCQ's recommendations and no earlier than one hour after candidates have completed them.

After an exam, the Data & Exams Officers will arrange for the safe and timely dispatch of completed examination scripts to awarding bodies.



## **15. Candidates**

The Data & Exams Officers will provide written information to candidates in advance of each exam series.

The WSAPC's published rules on acceptable behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the college 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.

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

The Heads of Centres are responsible for handling late or absent candidates on exam day.

## **16. Clash candidates**

The Heads of Centres will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **17. 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 appropriate Head of Centre to that effect.

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

The Data & Exams Officer will make a special consideration application to the relevant awarding body within seven days of the exam.





## 17. Internal/Controlled assessment

WSAPC is committed to ensuring that whenever its staff marks candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Staff who have appropriate knowledge, understanding and skill, and who have trained in this activity will mark candidates' work. The WSAPC is committed to ensuring that work produced by candidates is authenticated in line with requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of the appeals procedure.

After candidates' work had been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is out of the control of WSAPC and is not covered by this procedure.

See College *GCSE Controlled Assessment Policy*

## 18. Results

Candidates will receive individual results slips on results days

- In person at the centre
- By first class post to their home address
- By e-mail (prior arrangement)

The results slip will be in the form of a WSAPC produced document.

The Head Teacher/Heads of Centres make arrangements for WSAPC centres to be open on results days.

The provision of the necessary staff on results days is the responsibility of the Head Teacher/Heads of Centres.



## 19. Enquiries about Results (EAR)

EARs may be requested by WSAPC 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.

The cost of EARs will be paid from the allocated exam budget by the centre attended by the pupil, unless the request is made by the candidate.

All decisions on whether to make an application for an EAR will be made by the Head of Centre/Subject Teacher.

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 Data and Exams Officers, following the JCQ guidance.

## 20. Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers.

WSAPC 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.

Processing of requests for ATS will be the responsibility of the Data and Exams Officers.

## 21. Certificates

Candidates will receive their certificates

- in person at the centre
- posted (recorded delivery) only if an SAE with the correct postage is received from the candidate
- collected by an authorised agent, and signed for



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.

Any uncollected certificates may be destroyed after a period of two years.

## 22. Monitoring and Review

This policy will be monitored and reviewed annually.

<b>ISSUED</b>	April 2016
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