

## Examinations Policy



### Policy No: 10. Examinations Policy & Contingency Plans

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<b>Coordinator</b>	<b>Executive Operations Manager</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Policy First Issued</b>	<b>2014</b>
<b>Last Reviewed</b>	<b>Autumn Term 2018</b>
<b>Date policy considered by External HR Consultant</b>	<b>N/A</b>
<b>Date policy considered by External Solicitor</b>	<b>N/A</b>
<b>Agreed by Governors and adopted on</b>	<b>March 2017</b>
<b>Does this policy need to be agreed by Governors? If yes, which committee</b>	<b>Yes, Board of Governors</b>
<b>Due for Review</b>	<b>Autumn Term 2019</b>
<b>This policy is communicated by the following means:</b>	
<b>Governors</b>	<b>Governor consultation by email when policy reviewed and agreement</b>
<b>Staff</b>	<b>Policy folders on staff shared drive and inhouse training</b>
<b>Parents</b>	<b>Academy website, Parent Evenings</b>
<b>Students</b>	<b>Academy website, assemblies, in lessons</b>

This policy applies to all assessments that contribute to accredited qualifications. The policy is also applied to internal assessments where appropriate to ensure that students are familiar with the expectations for externally accredited qualifications.

## **Accountability and responsibility**

The Head of Centre (Principal) is accountable for ensuring that all assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions. The Assistant Principal Curriculum Outcomes together with the Exams office (and exams office team) and Quality Nominee (BTEC/NVQ courses) are responsible for ensuring safe and secure procedures are in place for all forms of assessment.

All staff including heads of departments, teachers & tutors, exam invigilators involved in the conduct of assessments for accredited qualifications are responsible for following the examination policy at all times.

## **Rules and Regulations**

Rules and regulations for the conduct of exams will be displayed outside examination room according to the [JCQ regulations](#).

All students will receive written copies of [JCQ regulations](#) and college regulations with final timetables before GCSE and GCE exam seasons. A copy of the [JCQ regulations](#) is also published on our website. **All students will have the regulations explained verbally before all internal examinations.** For students about to sit external exams, rules and regulations will be explained either by tutors or in an assembly in the weeks before the exams start.

Rules will be given verbally before each exam by lead/room invigilators. Infringements of rules will be recorded in the incident log and will be notified to exams office staff who will take appropriate action according to JCQ regulations. Teaching staff will be informed (either through a meeting or by email) of the regulations regarding their role in the management of exams.

## **Invigilation**

Invigilators will be recruited in accordance with UTC recruitment procedures. Invigilators will be employed as and when required and where possible all will be asked to work within a three-month period in order to maintain their DBS status. Invigilators will carry out their responsibilities in accordance with JCQ and college regulations. Training will be provided as required. Lead invigilators will be responsible for the smooth running of their exam venue with the support of teaching staff in getting students into the rooms. Lead invigilators and their team will be responsible, with the exams administrator, for the packing of papers and their return to the exams office. Lead invigilators will be responsible for reporting any issues to the exams office and taking any necessary statements from students.

## **Security of Examination Materials**

The exams office keys will only be held by the Exams office. The spare keys will be stored in a safe with a key-code in the office of the Principal's P.A. All post/packages related to exams will be logged in the exams post register in reception. The exams staff will be notified who will collect these and where appropriate take these for storage in the Exams Office. All external examination papers will be kept in secure locked facilities in accordance with JCQ regulations. Papers will be opened in accordance with JCQ regulations to allow for multiple venues to be used.

Sealed completed scripts will be given to reception for collection on the day of the exam or kept secure in the exams office if the courier for that day has been. No papers will be removed from the exam rooms by teaching staff until all completed scripts are packed and express permission is given to remove these scripts by the Exams office.

## **Access Arrangements**

Access needs of students will be identified by the SENCO in conjunction with teaching staff and other available assessments. Access arrangements will be requested for students by the SENCO in accordance with the SEN register and JCQ regulations.

Access applications will be made online or on paper as required by the exams office and SENCO together. Exams office staff will work with other staff to ensure requirements for support are met. A note including the need to share information with exams boards will be added to the Fair Processing Notice sent to parents/guardians on admission of their children to the college in accordance with the data protection act.

Use of laptops in examinations and our statement on the criteria used to allocate word processors is contained in a separate policy of the name 'Laptops in examinations'.

## **Special Considerations**

Students will be informed of the criteria for requesting special considerations prior to the exams and when circumstances arise. Applications for special considerations will be made on the basis of need, with the required evidence, by the exams office.

## **Examination courses**

Heads of departments, or the quality nominee, will be responsible for identification and recommendation of suitable accredited courses for delivery to students. All accredited courses must be approved by the Assistant Principal Curriculum Outcomes prior to any commitment being made to teaching the course.

## **Examination entries**

The exams office is responsible for making all entries for accredited courses. Entries can only be made through the exams office. Heads of departments will inform the exams office of the full details of proposed exams for the following year when requested by email.

Individual entries for all subjects will be made by the exams office in line with the instructions from the Assistant Principal Curriculum Outcomes. This information will be produced by the Heads of Department in line with instructions given by the Assistant Principal Curriculum Outcomes.

All requests for changes to entries must be made by email by Heads of Department to the Exams office. Any requests for withdrawal of an entry must be approved by the Principal. Entries will be checked and sent to the exam boards within their published deadlines. Re-sit entries will be made in line with the exam board regulations.

Students seeking to re-sit exams will submit a request to the Exams office. Staff requests for re-sits may be made through relevant Heads of Department. The Assistant Principal Curriculum Outcomes will decide who pays for the re-sit or whether the college absorbs the cost.

## **Examination timetables**

Examination timetables are compiled in accordance with dates/sessions determined by the awarding bodies. For practical or other assessments, where there is a time frame for the completion of an assessment, the timing of these must be agreed with the Assistant Principal Curriculum Outcomes in conjunction with the exams office to ensure the effective scheduling of these assessments.

Generic 'year group' timetables will be compiled by the exams office in conjunction with the Assistant Principal Curriculum Outcomes. These will be displayed on the exams notice board. Individual statements of entry and provisional timetables will be given to students or parents where appropriate for checking before the entry is sent.

Final personal timetables will be given to students prior to the timetabled exams start. Heads of departments and teaching staff are responsible for informing students of dates and times of practical exams. Students will be informed of how exam clashes are to be managed by the exams office. Daily notices giving exam times and venues will be displayed on the exams notice board. Rooming for accredited exams will take priority over all other activities. Room allocation procedures will be determined by the Assistant Principal Curriculum Outcomes in conjunction with the exams office.

## **Coursework**

Students will be informed that work must be their own and if they intend to use materials from sources directly this must be clearly acknowledged within the work.

Teaching staff are responsible for marking their own students' coursework. Heads of Department are responsible for standardising marking according to exam board criteria. The exams office will pass on all necessary materials for the collection of marks and the dispatch of marks and samples to heads of departments. Subject staff are responsible for sending marks and work to exam boards and moderator on-line where applicable. Heads of departments are responsible for returning top copies of coursework mark sheets, or copies of marks entered online, to the exams office for dispatch to exam boards by the deadlines set by the exams office.

## **Controlled Assessments**

Heads of departments are responsible for ensuring that assessment tasks meet the requirements of the awarding body specifications, and for applying the relevant control requirements, only permitting assistance to students as the specification allows.

Heads of departments will obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s), distribute these to teaching staff as appropriate and ensure that such materials are stored securely at all times. Heads of departments will standardise internally the marking of all teachers involved in assessing an internally assessed component.

Heads of departments will ensure that individual teachers understand their responsibilities with regard to controlled assessment.

Heads of departments will ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.

Heads of departments will where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Heads of departments will supply to the exams office details of all unit codes for controlled assessments. Teaching staff will understand and comply with the general guidelines contained in JCQ publications.

### **Instructions for conducting controlled assessments**

Teaching staff will understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website. Teaching staff will supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows. For qualifications where an assessor will not be supervising the controlled assessment, he or she must arrange for a suitable person to do so, in line with the awarding body specification.

Teaching staff will ensure that students and supervising teachers sign authentication forms on completion of an assessment. Teaching staff will mark internally assessed components using the mark schemes provided by the awarding body, submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

Teaching staff will retain candidates' work securely between assessment sessions (if more than one). Teaching staff will, post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre. Heads of departments and other teaching staff will ask the SENCO for any assistance required for the administration and management of access arrangements.

### **Cambridge Nationals/Technical (CN/CT) or equivalent programmes**

The Quality Nominee has overall responsibility for all CN/CT or equivalent programmes at the College. CN/T heads of departments will complete and maintain all necessary risk assessment and other documentation as required by the quality nominee and ensure that this is up-to-date and available when requested. The quality nominee will ensure that internal verification procedures meet required standards. Heads of departments and teaching staff will work to these standards at all times. The quality nominee will ensure that all CN/CT programmes meet external verification standards. Heads of departments and teaching staff will fulfil any external verification requirements when requested.

### **Examination results**

The exams office is responsible for the publication and distribution of examination results to students. Students will be notified of procedures for receiving their exam results. The exams office will not publish results to staff or students until authorised by the Assistant Principal Curriculum Outcomes. The timescale for release of results will meet awarding body and internal UTC requirements.

The exams office will ensure results are 'cached-in' as required when students complete a qualification. The exams office is responsible for providing examination data to the Assistant Principal Curriculum Outcomes to fulfil the UTC exams analysis requirements.

### **Post results appeals**

Students will be informed of the post results services and the deadlines for making applications on their results notifications. Requests must be made on the exams office forms and be accompanied by the appropriate fee, returnable on a change of grade.

Staff requests for post results services must be made with the consent of the students and need to be made in writing or by email. Deadlines for requests will be published to staff by email. Results of post results request will be given to students as soon as reasonably possible after receipt from the exam boards.

## Malpractice, plagiarism and appeals process

Where a member of staff suspects with evidence that a student has unacceptably plagiarized work, the relevant Head of Department will be informed. This head of Department will investigate. If malpractice or plagiarism is suspected the UTC Examinations Internal Assessment Appeals Policy will be applied. Students may make appeals against decisions made for internally verified work in accordance to the UTC Examinations Internal Assessment Appeals and Malpractice Policy.

## Examination Contingency Plan

The college has emergency contingency plans in place to deal with either disruptions to the use of the building or individual student emergencies.

We have a risk assessed approach to our examinations contingency plan agreed in advanced by the senior leadership team to allow swift decision making. The approach is the same for internal or external examinations, with the addition for internal examinations of the option to postpone and reschedule for a later date.

Building disruption falls into two categories, pre exam and mid exam disruption.

### ***Pre Exam Disruption***

This would include incidents such as flood, fire, loss of power or room conditions that are outside of working norms.

- In the event of a building closure arrangements are in place to use examination facilities at Brighton Aldridge Community Academy and/or Shakespeare Hall, Fort Rd, Newhaven BN9 9DL. Where more than 2 days notice of disruption is received, examination tables and chairs can be relocated from UTC to Shakespeare Hall. Where less than 2 days notice of disruption is received, emergency arrangements to use BACA examination facilities is in place. UTC students should be informed to travel either directly to BACA (Students from Brighton or Eastbourne can travel direct to Falmer Station) and a BACA minibus will be provided to transport Newhaven and locality based students to BACA.
- In the event of a partial building closure/examination rooms being outside of working norms, we will utilise Room 301 (Biology) and 302 (Super Lab) as the first line choice, with 2<sup>nd</sup> floor classrooms (203- 207) being reshaped to fulfil exam requirements. It should be noted that all room decoration must be removed or covered and normal JQC requirements in place. If 2<sup>nd</sup> floor classrooms are to be used. The rear stairwell access should be isolated with signage to prevent access.

### **Mid Exam Disruption**

This would most likely be caused by a fire alarm or lock down alarm being sounded.

- Students follow normal fire evacuation procedures and/or direction of invigilators. In addition they should note the [JQC regulations for emergency fire evacuations](#)
  - All equipment and exam papers to be left in place
  - Students to be escorted silently out of the building (Any infringements should be noted on the exam log)
  - Students should be lined up away from non examination students but in the evacuation area. All available leadership team should be used to provide additional supervision of students.
  - A note should be made in consultation with the evacuation officer of the time of the initial evacuation so that appropriate time can be added back on.
  - In the event the building can be re-entered the evacuation should be noted in the exams log and the exam continued from the new start point for the total examination time.
  - In the event the building cannot be re-entered a decision will need to be taken about continuance of the exam. The principal, exams officer and Assistant Principal Curriculum Outcomes will agree next steps and note any decisions for inclusion in a formal report to the examination body.

### **Invigilation shortage.**

UTC operates a bank of invigilators, in the event that absence is notified in advance, an alternative invigilator complying with our recruitment processes will be sourced. As a short term measure staff members can invigilate subjects outside of their specialism.

In the unlikely event that not enough staff can be sourced, students will be isolated into exam conditions and examinations prioritised around learning needs and importance to onward progression.

### **Examination Administration**

The exams officer is responsible for exam administration. The contingency for absence of the exams officer is the Assistant Principal Curriculum outcomes followed by the Principal. If neither of these options are available. Administrative support will be sourced from academy sponsors Aldridge Education.