

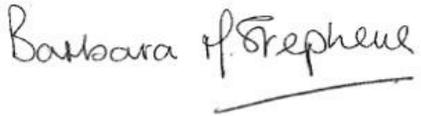


Energy Coast UTC

Examinations Policy

2017-2019

Approved: Barbara Stephens, Chair of Governors

Signed: 

Date: June 2017

Date for Review: June 2019

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
0	July 2016	LM	Updated content
1	May 2017	ICR	Updated content
2			
3			

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Purpose of the Exams Policy

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.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy. The exams policy will be reviewed every year by a member of the Senior Leadership Team (SLT) with responsibility for exams – the Vice Principal in charge of Curriculum and Standards.

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

Exam Responsibilities

The Head of Centre:

- Has overall responsibility for the 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 Officer¹:

- Manages the administration of external exams.
- Advises the Senior Leadership Team, Directors of Learning and subject teachers 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 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.
- Accounts for income and expenditures relating to all exam costs/charges.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their Centre.

- 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 SLT, any post-results service requests.

Directors of Learning are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Ensuring Directors of Learning have accurately completed entry and all other mark sheets and have adhered to deadlines as set by the Exams Officer.
- Ensuring Directors of Learning have accurately completed coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Accurate completion of entry and all other mark sheets.
- Adhering to deadlines as set by the Exams Officer.
- Ensuring accurate completion of completed coursework / controlled assessment mark sheets and declaration sheets.
- Maintaining systems and processes to support the timely entry of candidates for their exams

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by Directors of Learning and/or Exams Officer.

The **SENCO** is responsible for:

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

Lead Invigilator/Invigilators are responsible for:

- Assisting the Exams Officer 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:

- 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.

Qualifications Offered

The qualifications offered at this Centre are decided by the Senior Leadership Team. The types of qualifications offered are GCE, GCSE, BTECs, Technical Awards, ECDL and EPQ.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed by 31st May.

Informing the exams office of changes to a specification is the responsibility of the Directors of Learning.

Decisions on whether a candidate should be entered for a particular subject will be taken by Directors of Learning in consultation with the Vice Principal in charge of Curriculum and Standards.

Exam Series

Internal exams (mock or trial exams) and assessments are scheduled throughout the school year and are to be found in the school calendar.

External exams and assessments are scheduled in May and June. Occasional external exams (Functional Skills, Engineering, ECDL, etc.) may also take place throughout the school year.

Internal exams are held under external exam conditions.

The Centre does not offer assessments on an on-demand basis.

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at a specified date 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 other than in exceptional circumstances.

The Centre does not act as an exams Centre for other organisations.

Entry deadlines are circulated to Directors of Learning via email, noticeboard, etc.

Directors of Learning will provide estimated entry information to the Exams Officer 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 a member of the Vice Principal in charge of Curriculum and Standards.

GCSE re-sits/retakes of English, Mathematics and Science are allowed.

AS and A Level re-sits are allowed in exceptional circumstances, to be agreed on an individual basis by Directors or Learning along with the Vice Principal in charge of Curriculum and Standards.

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. However, if a parent/carer requests a change of tier, a charge will be incurred.

The Exams Officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A Level entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the Centre.

Equality Legislation

All exam 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Vice Principal in charge of Curriculum and Standards.

Access Arrangements

The SENCO 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/exams.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the SENCO who will then determine the candidate's access arrangements. The UTC Access Policy provides further details.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

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 SENCO.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Vice Principal in charge of Curriculum and Standards.

Contingency plans are available via the College intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated Grades

Directors of Learning are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing Invigilators

External staff will be employed to invigilate external examinations.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Enhanced Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the PA to the Principal.

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

Invigilators' rates of pay are set by the Exams Officer in liaison with the Principal.

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

Malpractice

The Head of Centre in consultation with the Vice Principal in charge of Curriculum and Standards is responsible for investigating suspected malpractice. If the Head of Centre or a member of staff directly line managed by the Head of Centre is suspected of malpractice then the Chair of Governors will be responsible for the investigation.

Exam Days

The Exams Officer 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 two weeks in advance.

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

Directors of Learning/SLT 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 Directors of Learning in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Vice Principal in charge of Curriculum and Standards.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Vice Principal/Form Tutors following an agreed script.

The Centre's published rules on acceptable dress 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 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. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer. Any incidents must be recorded in the Exam Room Incident Log.

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

The Vice Principal in charge of Curriculum and Standards is responsible for handling late or absent candidates on exam day.

Clash Candidates

The Vice Principal in charge of Curriculum and Standards 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 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 Centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam, where possible.

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

Internal Assessment

It is the duty of Directors of Learning to ensure that all internal assessment is ready for dispatch at the correct time. The Exams 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 exams office by the Directors of Learning. The Exams Officer will inform staff of the date by which 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 results slips on results days,

- In person at the Centre
- By post to their home address (candidates to provide a self-addressed envelope)

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

Arrangements for the Centre to be open on results days and provision of the necessary staff on results days are the responsibility of the Vice Principal in charge of Curriculum and Standards.

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 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 by the Centre.

All decisions on whether to make an application for an EAR will be made by the Vice Principal in charge of Curriculum and Standards.

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 Exams Officer following the JCQ guidance.

Access to Scripts (ATS)

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

Centre 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.

The cost of EARs will be paid by the Centre.

Processing of requests for ATS will be the responsibility of the Exams Officer

Certificates

Candidates will receive their certificates:

- In person at the Centre
- By post to their home address (candidates to provide a self-addressed envelope)
- 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 retains certificates for one year; certificates will then be securely destroyed.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of Centre

Exams Officer

Date

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11 Policy Reviewed: May 2017

Approved: June 2017

Next Review: June 2019

Appendix A

	General Roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
	<ul style="list-style-type: none"> • Head of Centre • The Vice Principal in charge of Curriculum and Standards • Directors of Learning • Senior Leadership Team • Exams Officer • SENCO • Subject Teachers • Governors • Candidate • Parent/carers • Other (please specify) 	<ul style="list-style-type: none"> • SENCO • Doctor • Pastoral Staff • Educational Psychologist • Specialist Teacher • Exams Officer 	<ul style="list-style-type: none"> • Exams Officer • Centre Administration • Support Staff • Senior Leadership Team • External Staff • Agency Employees • Head of Centre • Senior Invigilator • Invigilator

Energy Coast UTC - INTERNAL APPEALS POLICY

Our UTC is committed to ensuring that its staff assesses students' work for external qualification in a fair and consistent manner and in accordance with the specification for the qualification concerned. It is our practice that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- staff responsible for internal standardisation attend any compulsory training sessions.

If a student feels that this may not have happened in relation to his/her work, s/he may use this Appeals procedure. PLEASE NOTE: appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the Centre for moderation by the Awarding Body. Each Awarding Body publishes its arrangements for appeals against its decisions.

To appeal against the internal assessment:

The student's parent, guardian or carer must make the appeal in writing to the Examinations Officer (EO) by 20 May of the relevant examination year.

The EO will acknowledge receipt of the Appeal within 2 working days and hand a copy to the teacher making the assessment.

The EO will investigate the Appeal with at least 2 other members of staff who have not been involved in the original internal assessment process.

The teacher making the assessment will respond to the Appeal in writing within 3 days of receipt of the Appeal. A copy will be sent to the student's parent, guardian or carer.

The enquiry will consider whether the procedures used for the internal assessment conform to the published requirements of the Awarding Body and the Code of Practice of the QCA.

The Student will be informed in writing of the outcome of the appeal and a copy handed to the Principal. A written record will be kept and made available to the Awarding Body. Should the enquiry reveal any significant irregularity, the Awarding Body will be informed.

Further Review:

If the Student is dissatisfied with the response in writing, s/he may ask for a personal hearing before a Panel consisting of two persons not previously involved, normally the Principal and a Governor or member of the Senior Leadership Team.

The outcome of the Review will be recorded and a copy sent to the Student and a copy retained by the UTC.

Please Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Academy's control will not be considered in the UTC's appeals procedure.