

<b>Examination Policy</b>			
<b>Current Status</b>	Operational	<b>Last Review:</b>	November 2021
<b>Responsibility for Review:</b>	Group Vice Principal – Data, MI and Compliance	<b>Next Review:</b>	September 2022
<b>Internal Approval:</b>	SLT	<b>Originated:</b>	September 2020

## 1.1. Purpose

1.2. The Governing Body and the Senior Leadership Team of Abbeygate Sixth Form College are committed to ensuring that students at the College have the best opportunity to realise their aspirations. The purpose of this policy is to ensure that:

- a) The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students;
- b) All examinations and external assessment processes are conducted in line with national and examining body regulations;
- c) All those involved in aspects of examinations and external assessment processes understand with their roles and responsibilities.

## 2. Examination Responsibilities

### 2.1. Principal

- a) Responsible for Abbeygate Sixth Form College as an examination centre and has a duty at all times to maintain the integrity and security of examinations.
- b) Responsible to the Awarding Bodies for making sure all examinations / assessments are conducted to instructions and the qualification specifications issued by the Awarding Bodies.
- c) Advises on appeals
- d) Responsible for reporting all suspicions or actual incidents of malpractice.

### 2.2. Examinations Manager and Examinations Officer (“Exams Office”)

- a) Manage administration of public examinations in conformity to Awarding Body and Joint Council for Qualifications (JCQ) regulations
- b) Advise the Senior Leadership Team (SLT), Assistant Principal, Faculty Heads, subject teachers and relevant support staff on examinations
- c) Prepare and publish Examination timetables and procedures

- d) Communicate with staff regarding deadlines and events
- e) Ensure candidates are informed of the examinations timetable and aspects that will affect them
- f) Consult with teaching staff to ensure NEA, Controlled Assessment and Coursework is completed on time and dispatched to moderators
- g) Provide and confirm estimated entries to Awarding Bodies, where requested
- h) Receive, check and store securely examination papers and completed scripts
- i) Arrange dispatch of completed scripts and internally assessed work
- j) Make applications for special consideration
- k) Organisation of exams using information provided by curriculum staff.
- l) In conjunction with the SENCO prepare a schedule for all students with Access Arrangements
- m) Manage examinations timetable clashes
- n) Arrange for the set-up of exam rooms
- o) Accounts for income and outgoings relating to examination costs,
- p) Recruit, train, monitor and line manages the team of examination invigilators responsible for the conduct of examinations
- q) Conduct examinations
- r) Receive, record and securely store all examination results
- s) Arrange for dissemination of results and certificates to candidates and forwards any appeals/enquiries to Awarding Bodies
- t) Maintain processes to support the timely entry/withdrawal of candidates for their examinations
- u) Produce the administration and income for post results services
- v) Produce reports and analysis for results of all examinations completed

### **2.3. Assistant Principal and Heads of Faculty**

- a) Provision of course/exam details to Exams Office and notification of any changes
- b) Guidance and oversight of students who are unsure about exam entries

- c) Verify accuracy of entry codes and student entry lists
- d) Notification of late entry changes/withdrawals to the Exams Office
- e) Submission of names of withdrawn students to Exams Office
- f) Submission of internally assessed marks and completion of Centre Declaration sheets
- g) Adhere to the Internal Assessment Policy for Appeals
- h) Initiation of reviews of marking, in consultation with the Exams Office, where a subject-wide problem is identified subject to the approval of the Principal or SLT
- i) Collation of re-sit information from class teachers and submission of re-sit lists to the Exams Office
- j) Adherence to all deadlines set by the Exams Office and awarding bodies

### 2.4. Personal Progress Tutors

- a) Distribution of statements of exam entry to students if not able to be sent electronically, ensuring they check them for accuracy and ensure they are signed and returned Assist with the distribution of student exam timetables (if not able to be sent electronically), re-sit forms and other exam information to students, reminding them of deadlines set by the Exams Office
- b) Notification of any access arrangements not identified at enrolment or by SENCO
- c) Assist with guiding students where they should be for their exams and ensure 'missing students' are contacted and informed of arrangements where appropriate.

### 2.5. SENCO

#### 2.5.1. For the purpose of this document the role and responsibilities of the SENCO are covered by the Additional Learning Support Coordinator

- a) Identification and testing of students' eligibility and requirements and processing applications for access arrangements in accordance with JCQ requirements
- b) Maintain records of eligibility
- c) Liaise with Exams Office regarding the applications for access arrangements being submitted to the Awarding Bodies
- d) Appoint additional staff to act as scribe, reader or other authorised support during the examination series as requested by the Exams Office or Curriculum Teams for Set Tasks
- e) Ensure all Access Arrangements are processed by the end of January in the Academic year in question and recorded on SIMS

- f) Ensure all current students remain 'active' on the AAO site if student remains with college longer than 2 years
- g) Ensure the correct level of examinations for students are recorded on AAO

### **2.6. Invigilators**

- a) Ensure that all examinations are conducted correctly and securely with no disruptions and in line with all examination regulations as set by JCQ and best practice.
- b) Attend any training / briefing sessions scheduled during each academic year on no less than three occasions (not including scheduled public exams)
- c) Report any case of irregularities in examinations or suspected malpractice to the Exams office and submit appropriate written report as required

### **2.7. Students**

- a) Confirmation and signing of entry documentation electronically
- b) Notification of any errors in exam entries or personal details to the Exams Office
- c) Follow the examinations instructions set by JCQ and invigilators
- d) Attendance at scheduled exams at the specified time – extra time is not normally permitted for lateness
- e) Understand NEA, Controlled Assessment and/or Coursework regulations, submitting it on time and signing a declaration that authenticates it as their own
- f) Report any complaints about the conduct of examinations within one working day

### **2.8. Facilities staff**

- a) Set up exam rooms and provide additional support to minimise infrastructure issues

## **3. Examination Seasons – Timetables and clashes**

- 3.1. The external GCE and GCSE examinations are scheduled in May and June. There are re-sit opportunities for GCE subjects in May and June. For GCSE subjects in English Language and Mathematics there is also an opportunity in November. In 2021 there is an extraordinary season for A Levels in the Autumn term.
- 3.2. Vocational exams and set tasks also take place in January and the Summer. The Exams Office will timetable and room where necessary.
- 3.3. The Examinations Officer will circulate a timetable of each external examination series to staff and students on paper and via email. The timetable will also be posted on the college intranet (including electronic learning platform).

- 3.4. It is the responsibility of students and staff to report any errors to the Exams Office as soon as possible.

#### **4. Entries**

- 4.1. Candidates for curriculum subjects are selected for their examination entries and registration on vocational courses by Faculty Heads and subject teachers. A list of students, including unit and aggregation codes (if applicable), will be signed by the subject teacher and Curriculum Leadership and submitted to the Examinations Officer within the set deadline. Entries and registrations are logged by MIS and submitted to Awarding bodies via EDI. Any errors or changes requested need to be submitted to the Exams Office immediately.
- 4.2. It is the responsibility of the teachers who deliver on a vocational course to check that the course registrations status for the students on their course is correct. MIS will produce a periodic report (each quarter) that details the course each student is registered on. The teachers that deliver the course, are required to check this for accuracy ensuring that the name and 'size' of the qualification reflect the size of that being followed by each student in the class.
- 4.3. Entries from private students may be accepted providing the specification allows for it and there is no requirement for teacher input (see separate policy for private/external students)
- 4.4. Abbeygate Sixth Form College does not normally act as an examination centre for other organisations.
- 4.5. Entries to and charges for extracurricular examinations are covered by a separate policy.

#### **5. Resits/Retakes**

- 5.1. Students need to be aware that GCE resits are only available in the Summer season (exception in 2020 for an Autumn season). Forms will be available in November and the deadline for submission of these will be the end of December. A general qualification unit can be taken more than once, and the best attempt will count towards the final certification.
- 5.2. These resit forms will be available on Moodle for students to access.
- 5.3. Abbeygate Sixth Form College will normally only pay for re-sit units at the discretion of the Principal or SLT when a student has been unable to sit their first attempt for a valid reason. A student may re-sit any unit for which they are paying.

#### **6. Late Entry, Amendments and Withdrawals**

- 6.1. The Exams Office will accept withdrawals, amendments and changes of tier if submitted within the deadlines set within the college.
- 6.2. Entries, amendments and withdrawals will incur increased costs when they are made after the published deadline dates.

- 6.3. Late entries are to be authorised by the Examinations Officer
- 6.4. Withdrawals made before the withdrawal deadline will result in a full refund; Faculty Heads and subject teachers can obtain these deadlines from the Exams Office.
- 6.5. Students will not be allowed to enter themselves on the day of the exam, except in exceptional circumstances.
- 6.6. Students must ensure that their late entry form is signed by the relevant Faculty Head and all fees are paid at least three days prior to the exam.
- 6.7. Curriculum areas will normally be charged full late fees where the late entry / withdrawal / amendments are due to an oversight on the part of that Faculty area.
- 6.8. Late entries made due to an oversight by examinations office will be charged to the Exams Office.
- 6.9. Student Services will inform MIS/Exams when a student leaves a course. MIS/Exams. The student will be withdrawn from the relevant examination unless requested otherwise.
- 6.10. If a withdrawal is caused as an oversight by a Faculty area then the Faculty area will be charged the entry cost including any late fees.
- 6.11. If a withdrawal is caused due to a student defaulting on NEA, Controlled Assessment or Coursework or being absent in an exam then the student will normally be charged the entry cost, including late fees, unless there is a valid medical or other specific reason for which evidence will normally be required.
- 6.12. Abbeygate Sixth Form College will only pay any fees owing to late withdrawal if the withdrawal has been authorised by SLT. Faculty staff cannot authorise such a payment.

## **7. Examination Fees**

- 7.1. Examination fees are normally paid by the Exams office. Reimbursement of fees will be sought from candidates who fail to sit an examination or meet the necessary NEA, Controlled Assessment or coursework requirements without medical evidence or evidence of other circumstances as described above.
- 7.2. Students who request a Review of Results will be charged the Examination Board's fee for this service. Abbeygate Sixth Form College will only pay if it is deemed that an enquiry needs to be requested for a group of candidates or in very exceptional circumstances for a single candidate. Such requests will be authorised by the Assistant Principal and costs will come from curriculum budgets.
- 7.3. All payments can be made on-line.

## **8. Internal Communication and storage of papers**

- 8.1. Entries are to be made via SIMS mark sheets and amendments must be submitted to the Exams Office by the Assistant Principal or Faculty Head on the designated form.
- 8.2. Important documents issued by Awarding Bodies relevant to each Faculty are held for collection by the Exams Office. Relevant staff are notified via email and must sign for the documents on receipt.
- 8.3. All examination entries are available to view on SIMS.
- 8.4. Important examination information and data will be circulated promptly by email and displayed on the college intranet.
- 8.5. The examination papers are stored securely in the specified, secure room. The Principal and the Exams Officer shall be jointly responsible for maintaining the security of this storage. Keys to this storage will only be held by the Principal, The Examinations Officer and the MIS Officer.

### **9. Special Needs and Access Arrangements**

- 9.1. The SENCO is responsible for identifying and providing up to date assessments for candidates who may be eligible for access arrangements.
- 9.2. The Examinations Officer is responsible for ensuring that all eligible access arrangements are adhered to.
- 9.3. Subject teachers must inform the SENCO of students with identified additional needs who are on a course leading to an examination where it is their 'normal way of working'
- 9.4. The SENCO, in liaison with the MIS/Exams Office will record all eligibility for access arrangements on the appropriate platform and within the set deadlines.
- 9.5. MIS/Exams will provide a method of recording any entitlement not recorded on Access Arrangements Online
- 9.6. The SENCO will hold all evidence of eligibility and provide it, where required, to Examination Boards within the set dates.
- 9.7. The MIS/Exams Office will draw all the information necessary to deliver access arrangements from the Online and internally created records. The SENCO will ensure that any additional information required is communicated to the MIS/Exams Office.
- 9.8. The MIS/Exams Office makes provision during exam series for these students in cooperation with Learning Support and Facilities staff.
- 9.9. The SENCO informs students of special arrangements which they can be granted during examinations.
- 9.10. The MIS/Exams Office arranges for any extra ICT provision with college technical staff.

### **10. Special Consideration**

10.1. Special consideration can be requested on a student's behalf for a wide variety of reasons ranging from illness on the day of the examination to noise disturbance during the examination to insufficient or inappropriate heating/lighting. In individual cases, students should inform the Exams Office immediately but no later than 24 hours after the incident/exam who will investigate their concern in order for the request to be submitted to the Examination Board.

10.2. Invigilators are required to report immediately any other unforeseen circumstances that may have disadvantaged candidates in order for a request to be submitted to the Examination Board. The Exams Office will ensure that requests for Special consideration will be sent to the Examination Board and process the replies.

### **11. Managing Invigilators and Examination Days**

11.1. External invigilators will normally be used for all public examinations. Their recruitment is the responsibility of the Exams Office.

11.2. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the college administration.

11.3. Invigilators are timetabled, briefed and trained by the Exams Office in line with JCQ regulations.

11.4. The Exams Office makes the question papers, other examination stationery and materials available for the invigilators before the start of an exam. Invigilators will start, conduct and finish all examinations in accordance with JCQ guidelines.

11.5. Students are under examination conditions as they enter the examination room. They have to follow the instructions set by JCQ's warnings and notices (posted outside/inside the examination room) and by the invigilator.

11.6. Students are responsible for their own personal belongings. Disruptive and late candidates are dealt with in accordance with JCQ guidelines. Any misconduct or irregularity must be immediately reported to the Exams Office, who will then inform the Examination Board concerned.

11.7. No mobile phones or electronic devices can be brought into the examination room. Any breach of this policy risks exclusion or disqualification from the examination.

11.8. Students will not be allowed to leave an examination room until their examination paper has been collected and secured by invigilator.

11.9. Students may leave the examination room, for a genuine purpose requiring an immediate return, in which case an invigilator must accompany them.

11.10. Examination papers must not be removed from the examination room before the end of a session unless permitted by the Exams Office. Unused papers will be available to subject staff the following day.

- 11.11. For any student experiencing clashes, the supervision of escorts, identifying a secure venue and arranging overnight/home supervision (if necessary) is the responsibility of the Exams Office.
- 11.12. Should a student be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself; then it is the student's responsibility to alert the college, or invigilator, to that effect.
- 11.13. The candidate must supply any special consideration claim with appropriate evidence within five days of the examination, for example a note from a doctor. The Exams Officer will then forward a completed Special consideration form to the relevant Awarding Body.

### 12. **NEA, Controlled Assessment and Coursework** – see also the Internal Appeals Policy for Internally Assessed Work

- 12.1. Students who have to submit NEA, Controlled Assessment or coursework must do so by the required dates and by following relevant JCQ guidelines.
- 12.2. Subject staff submit marks for all internally assessed work to the Exams Office within the set deadline and ensure the candidate record forms and centre declaration sheets are completed and enclosed with the sample.
- 12.3. Faculty Heads ensure all internally assessed work is marked and dispatched by the deadline, in cooperation with examinations and administration office, along with copies of the College Mark Sheet to the moderator.
- 12.4. The Assistant Principal and Faculty Heads must ensure the staff meet the deadlines given. If they are unable to then they must inform the Exams Office who will liaise with the Awarding Body requesting a postponement, informing the Curriculum leader of the outcome. The Examinations Officer will keep a record of what has been sent when and to whom.

### 13. **Internal Appeals Process**

- 13.1. Abbeygate Sixth Form College is committed to ensuring that internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills; assessment evidence provided by candidate 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; and staff responsible for internal standardisation attend any compulsory training sessions.
- 13.2. Further details regarding how internal appeals are handled can be found in the Appeals against Internal Assessment Decisions (centre assessed marks) Procedure

### 14. **Results and Certificates**

- 14.1. Results will be made available on the days notified by the Awarding Bodies. The dates, times and places of distribution are communicated by the MIS/Exams Office to All Staff and All Students via email, and college intranet.

- 14.2. No results will be given over the phone, regardless of circumstances.
- 14.3. Results will be issued via InTouch to students direct and available on the college dashboard for individual students.
- 14.4. Results and certificates cannot be withheld from candidates under any circumstances, including non-payment of exam fees or fines.
- 14.5. Certificates will be available for collection on the day notified by the Exams Office. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing by the candidate in advance.
- 14.6. Abbeygate Sixth Form College retains certificates for one year and then they can be discarded. Should a student not collect or lose a certificate replacements are available from the Awarding Body. Requests and payment must be made by the student directly to the Awarding Body.

### **15. Post Results Services**

- 15.1. It may become necessary that after receiving results, students or subject teachers or Faculty Heads may wish to query results and / or use completed exam papers as a practice exercise.
- 15.2. These services can be requested via the Exams Office; deadlines for making these requests are published on the college intranet and circulated via email.
- 15.3. Reviews of Results (RoRs) for general qualifications are requested by the Exams Office on behalf of students if there are reasonable grounds for believing there has been an error in marking.
- 15.4. If a student wishes to query their own mark, they are charged for these services. If a subject teacher or Faculty Head wishes to query marks of their students or an entire cohort, the fees are normally paid for out of their curriculum budget.
- 15.5. Students are required to sign a consent form for RoRs as these services can lower marks and grades. It is the responsibility of the Exams Office to inform staff and students of this, and to send all requests to the Awarding Body.
- 15.6. The outcome of all enquiries will be confirmed in writing. The certificate will be re-issued showing a different grade once the original certificate has been returned, if applicable.
- 15.7. Any appeal against the Awarding Body's decision must be lodged by Abbeygate Sixth Form College in writing within 14 days of receiving the decision on the result enquiry. Appeals can be made by students or the Assistant Principal on their behalf.
- 15.8. Awarding Bodies will provide centres / students with access to marked scripts based on the request submitted by Exams Office.

15.9. If an original script has been requested a review of results cannot be subsequently requested. Conversely, if a review of results has been requested an original script cannot be subsequently requested.

### Revision History –Examination Policy

<b>Revision date</b>	<b>Reason for revision</b>	<b>Section number</b>	<b>Changes made</b>
November 2021	Change of title	Details box	Title change of person responsible for review
November 2021	Change of title	All incidences in document	Title change from Director of Curriculum to Assistant Principal
November 2021	Change of title	2.4	Title change from Student Achievement Mentor to Personal Progress Tutor
November 2021	Annual review	All incidences	Where 'coursework' is referred to this has been changed to 'NEA, Controlled Assessment and/or Coursework'