



# **EXAM, QUALIFICATION AND ACCREDITATION POLICY**

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# **Examination Policy**

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

## **Exam responsibilities**

### **The Head of Centre:**

- has overall responsibility for the school/college as an exams centre.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.
- understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - <https://www.jcq.org.uk/exams-office/general-regulations>
  - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
  - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>
  - <https://www.jcq.org.uk/exams-office/malpractice>
  - <https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ensures the centre has appropriate accommodation to hold examinations including candidates who may need separate venues.
- enables the relevant senior leader(s), the examinations officer and the ALNCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre and to ensure compliance with the published JCQ regulations
- appoints an ALNCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Examinations Officer.
- makes sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination is not an invigilator during the timetabled written examination or on-screen test.
- ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
  - The location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials.
  - Appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff.
  - Access to the secure room and secure storage facility is restricted to the authorised 2-6 key holders.
  - The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.

- That arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff. Before opening these packets, they should be checked by two members of the exams team and a 'Second Pair of Eyes' form must be completed and signed by both members of staff.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place.
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, reporting them to the awarding body immediately.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).

**All policies relating to examinations and assessments can be found on the SecureShare Area, Admin drive, under Policies**

These include:

Appeals Policy

Assessment Malpractice Procedure

Conflicts of interest

Controlled Assessment Policy

Examination policy

Examinations and Assessments, Fire Emergency Evacuation

**During Centre inspections the Examinations Officer:**

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.

**The Examinations Officer:**

- Understands the contents of annually updated JCQ publications including:
  - General regulations for approved centres (GR)
  - Instructions for conducting examinations (ICE)
  - Suspected Malpractice – Policies and Procedures
  - Post-results services (PRS)
  - A guide to the special consideration process
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR by the end of October each year).
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensures key tasks are undertaken and key dates and deadlines are met.
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period.
- Works with the ALNCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective roles and what is and what is not permissible in the exam room

- Supports the Head of Centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.
- manages the administration of internal and external examinations.

**The ALNCo** is responsible for:

- Understanding the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments (AA)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements').
- If not the qualified access arrangements assessor, works with the person appointed on all matters relating to assessing candidates and ensures the correct procedures are followed.
- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to process 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.
- Testing pupils using an appropriate testing means.

**Teachers** are responsible for:

- Undertaking key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALNCo.
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Attend relevant awarding body training and update events.
- Supplying information on entries, coursework and controlled assessments as required by the ALNCO and/or the Examinations Officer.

**Lead invigilator/invigilators** are responsible for:

- Attend/undertake training, update, and briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Make Examinations Officer aware of any potential maladministration/malpractice sanctions applied to them
- Assisting the Examinations Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the Exams office/officer before the start of the exam, if required.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Examinations Officer.
- Check papers are correct and sign 'Second Pair of Eyes' document if required

**Candidates** are responsible for:

- Confirm their entries are correct
- Understanding coursework / non-examinations 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 WJEC Entry Level Certificate is designed for learners who have not reached Level 3 of the National Curriculum at the end of Key Stage 3 and for whom GCSE and equivalent vocational qualifications are not deemed appropriate. The qualification will assess the mathematics and literacy skills that learners will need in their everyday lives, in the world of work, and in other curriculum areas. It provides learners with a broad, coherent, satisfying and worthwhile course of study.

The qualifications offered at this centre are decided by the SLT.

### **Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins.

### **Entries, entry details and late entries**

Entry deadlines are circulated to Examinations Officer via email.

Teachers 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 Headteacher.

Re-sit decisions will be made by subject teacher in consultation with Headteacher.

### **Exam fees**

The Exams Officer will publish the deadline for action well in advance for each exams' series. Teachers should ensure ALL entries are submitted to the Exams Officer to ensure no late fees are incurred.

### **The Equality Act 2010**

The 9 protected characteristics of the 2010 Equality Act include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act sets down Public Sector Duties that apply to all the school's functions:

- Promoting equality of opportunity
- Promoting good community relations
- Eliminating discrimination

Specific public sector duties for Wales are set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, as issued by the Welsh Assembly Government.

### **Access arrangements**

The ALNCo and Examinations Officer will work with the subject teachers to ascertain 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 ALNCo.

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

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

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

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

### **Estimated grades**

Subject teachers are responsible for submitting estimated grades to the exams officer when requested by the Examinations Officer.

## **Malpractice**

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

## **Exam days**

The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilators.

The Examinations Officer is responsible for setting up the allocated rooms.

The Examinations Officer and/or invigilators will start and finish all exams in accordance with JCQ guidelines.

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.

All exam papers must be checked by the Examinations Officer and another member of staff, a 'Second Pair of Eyes' document must be completed and signed by Examinations Officer and the second member of staff.

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

## **Candidates**

The Examinations Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Examinations Officer.

In the 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, smart watches, MP3/4 players and other electronic communication or storage devices with text or digital facilities. Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification for the examination and overall qualification. Any precluded items must be given to a staff member or 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 Examinations Officer.

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

## **Clash candidates**

The Head of Centre 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 Examinations Officer / Head of Centre to that effect.

The Examinations Officer will make a special consideration application to the relevant awarding body within two days of the exam.

## **Internal assessment**

It is the duty of the Teacher to ensure that all internal assessments are ready for dispatch at the correct time. The Examinations Officer/ School Support 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 Officer by the Teacher. The Examinations Officer will inform staff of the date that appeals against internal assessments must be made by.

## **Results**

Candidates will receive individual result slips on results days.

Arrangements for the centre to be open on results days are made by the Examinations Officer. Pupils may have their results emailed to an address agreed by them prior to results day.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

## **Appeals**

It is the responsibility of Ysgol Bryn Derw as an assessment centre, to make all students aware of the appeals procedure and give them access to a copy of the procedure. This will be shared with them verbally and visually to ensure understanding.

The Appeals Policy documents the procedures and stages of appeal available.