

Bartholomews Tutorial College

22/23 Prince Albert Street, Brighton, Sussex, BN1 1HF. Telephone (01273) 205965/205141.
Fax (01273) 746936 Website: www.bartscollege.co.uk Email: enquiry@bartscollege.co.uk

Exams policy

Last updated:	21st October 2021
Next review:	October 2022
Review to be completed by:	Senior Management Team

Contents

Exam responsibilities	3
Qualifications	4
Exam series and timetables	4
Entries, entry details and late entries	5
Exam fees	5
Equality legislation	5-6
Estimated grades	6
Managing invigilators	7
Candidates	8-9
- Procedure for dealing with candidates who are late to exams	
- Procedure for dealing with candidates who are absent from the exams	
- Managing behaviour in examination rooms	
- Food and drink in the examination room	
Internal assessments and appeals	9
Results	9
Certificates	11
Appendix 1 – Procedure for verifying identity of all candidates	12

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 two years.

The exams policy will be reviewed by the Head of Centre.

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 school/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 officer:

- Manages the administration of internal exams and external exams.
- Advises the senior leadership team, 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, 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 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.
- 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 the SLT, any post results service requests.

Directors of Studies 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 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 Directors of Studies and exams officer.

The Directors of Studies together with the exams officer are responsible for:

- Identification and consultation with candidates who may require testing for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Exams Officer is responsible for

- Processing any necessary applications in order to gain approval (if required).

Exams Officer/Lead invigilator is responsible for:

- Assisting the head of centre 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 Head of Centre.

The types of qualifications offered are GCSE, IGCSE, AS and A LEVELS.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus.

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

Decisions on whether a candidate should be entered for a particular subject will be taken by the Directors of Studies in consultation with the student.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in Autumn and Spring terms.

External exams and assessments are scheduled in November, January and June.

The Directors of Studies *decides* which exam series are used in the centre.

The centre *does* offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the Directors of Studies.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre occasionally accepts entries from private candidates.

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

Entry deadlines are circulated to heads of department/curriculum via email and internal post/pigeon hole.

Directors of Studies 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 Directors of Studies.

GCSE re-sits/retakes are allowed.

AS re-sits/retakes are allowed.

A level re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by a Director of Studies *in* consultation with the student.

Exam fees

Candidates 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 exams officer will publish the deadline for actions well in advance for each exams series.

All entry exam fees are paid for by the candidates.

Re-sit fees are paid by the candidates.

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 that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The Directors of Studies 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.

A candidate's access arrangements requirement is determined by the specialist assessor, candidate's supervisor and the exams officer.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the exams officer and Director of Studies.

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 college secretary.

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

Appointment of assessors of candidates with learning difficulties

The head of centre is responsible for:

- The quality of the access arrangements process within his or her centre; and
- The appointment of assessors, checking the qualifications of those assessing candidates (e.g. photocopy of certificate or printout of screenshot of HCPC or SASC registration).

Heads of centre must satisfy themselves that a professional does have the required level of competence and training.

The professional **must** present evidence of successful completion of a post-graduate course in individual specialist assessment.

A head of centre will appoint:

- An access arrangements assessor who has successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment*. An access arrangements assessor may conduct assessments to be recorded within Section C of Form 8.

**The reference to at least 100 hours relating to individual specialist assessment would include lecture, seminar and tutorial time, study time, assessment time and time spent completing assignments. Courses which are accredited at AMBDA or APC Level would meet this requirement, as would post-graduate courses at or equivalent to Level 7 which provide a qualification in access arrangements assessment.*

• a specialist assessor with a current SpLD Assessment Practising Certificate, as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website, who may conduct assessments to be recorded Part 2 of Form 8 and where necessary undertake full diagnostic assessments; and/or

• an appropriately qualified psychologist registered with the Health & Care Professions Council who may conduct assessments to be recorded within Part 2 of Form 8 and where necessary undertake full diagnostic assessments.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer and Director of Studies.

Please see policy number 1 for further guidance.

Private candidates

Managing private candidates is the responsibility of the Exams Officer. Please see appendix 1 for further guidance on identifying external candidates.

Estimated grades

The Directors of Studies are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

External staff will occasionally be used to invigilate examinations.

These invigilators will be used for internal exams and/or external exams.

Recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head of Centre.

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

Invigilators' rates of pay are set by the Head of Centre.

Invigilators are recruited, timetabled, trained, and briefed by the exams officer.

Malpractice

The Head of Centre in consultation with Exams Officer and Director of Studies is responsible for investigating suspected malpractice.

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.

The exams officer 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 department 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 College Secretary.

Candidates

The exams officer will provide written information to candidates in advance of each exam series.

PROCEDURE FOR DEALING WITH CANDIDATES WHO ARE LATE FOR EXAMINATIONS

- If a child is coming in by car, whoever is responsible for driving them must remove any mobile phone/other device with internet access from the candidate.
- The phone/device will be handed in at reception when they arrive at the College and they are escorted by a member of staff to their examination room.
- The invigilator will start the candidate and record the time they started in the incident log to ensure they have the full time.
- If the pupil is late by more than one hour they will still sit the examination but the Exams Officer will need to complete a 'Report on candidate admitted very late to examination room'.
- Candidates will be warned that their work may not be accepted by the awarding body.
- Incidents of persistent lateness will be reported by the Exams Officer to the Director of Studies.

PROCEDURE FOR DEALING WITH CANDIDATES WHO ARE ABSENT FROM THE EXAMS

- If a candidate is absent for an examination, the College Manager will contact the candidates parents to try to locate them.
- If the candidate cannot be located, the invigilator will mark the candidate down as absent on the attendance register and the seating plan.
- The College will make enquiries with the candidate as to why they were absent and may, depending on the reason, apply for special consideration, in accordance with the criteria outlined in the Special Consideration Policy.

MANAGING BEHAVIOUR IN EXAMINATIONS ROOMS

- All pupils are given the rules on examination conduct published by the JCQ, which include rules about removing any wrist watch, the prohibition of any iPods, mobiles, mp3/4 players, smart watches and any other potential technological/web enabled sources of information. Pupils will also be given the rules about talking or attempting to communicate.
- If a candidate is causing disruption in the examination room, whether that is due to illness, poor behaviour or another reason, the invigilator/Exams Officer/Director of Studies will remove the candidate from the examination room and mark the time in the incident log.
- The aim will be to speak with the candidate and encourage them back into the room and to mark down their return so they can get the full time. If however it is felt that they would continue to disrupt the examination room by returning, they will be brought to the Director of Studies, where further actions will be decided.
- If a candidate is suspected of malpractice, the invigilator will warn the candidate that they may be removed from the examination room. The candidate will also be warned that the awarding body will be informed and they may decide to disqualify the candidate.

- The invigilator will record what has happened and the Headmaster will report immediately any case of suspected or actual malpractice to the awarding body.

FOOD AND DRINK IN THE EXAMINATION ROOM

- Candidates are permitted to bring into the examination room a see-through/clear bottle of water (however any label on the bottle must be removed).
- They are also permitted to bring in throat sweets however they must not be in wrappers. The rules on food and drink in the examination room will be communicated, as above.

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

The College Manager is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams Officer 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 College Secretary to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

Internal assessment

It is the duty of heads of department 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 tutors. The exams officer will inform staff of the date when appeals against internal assessments must be made by. 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
- posted (recorded delivery) to their home address.

The results slip will not be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Directors of Studies.

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 candidate.

All decisions on whether to make an application for an EAR will be made by the Directors of Studies.

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.

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 candidate.

Processing of requests for ATS will be the responsibility of the exams officer.

Certificates

Candidates will receive their certificates

- in person at the centre *OR*
- posted to their home address (recorded delivery)
- collected 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.

The centre retains certificates for at least three years.

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.

Signed:

Date: October 2021...

Appendix 1: Procedure to verify the identity of all candidates.

Bartholomews Tutorial College

22/23 Prince Albert Street, Brighton, Sussex, BN1 1HF. Telephone (01273) 205965/205141.

Fax (01273) 746936 Website: www.bartscollege.co.uk Email: enquiry@bartscollege.co.uk

PROCEDURE TO VERIFY THE IDENTITY OF ALL CANDIDATES

- Copies of photographic identification (or a birth certificate if no photo ID available) are taken from each examination candidate at the point of registration with the college.
- Where possible, the Exams Officer or Director of Studies will start the examination and will check the pupils against the photographs, where required. If they are not available to start the examination then whoever is the senior invigilator will do so.
- An attendance register is completed by either the Exams Officer/Director of Studies/invigilator at the start of the examination and the papers are checked against the register when they are collected at the end.
- When checking that the names on the scripts match the details on the attendance register, if there is a discrepancy, the centre may correct the centre number, candidate number and/or candidate name.
- Any correction must be countersigned by another member of staff. No other details on a candidate's script can be altered.
- A private/external or a transferred candidate who is not known to the College must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment.
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. The College will inform candidates to which this applies, well before their first examination. Once identification has been established, the candidate can proceed as normal to sit the examination.