

# St Benedict's Catholic College



## EXAMS POLICY

Reviewed by	Mrs L Luaces-Fernandez
Date of next review	March 2024

**St Benedict's Catholic College  
Examinations Policy**



**Key staff involved in the policy**

Role	Name(s)
Head of centre (Principal)	<b>J E Santinelli</b>
Exams Officer line manager (Assistant Principal)	<b>R Radley</b>
Exams Officer	<b>L Luaces-Fernandez</b>
SENDCo	<b>A Baty</b>

**St Benedict's Catholic College  
Examinations Policy**



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# St Benedict's Catholic College Examinations Policy



## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

The policy will be reviewed by the Exam Officer, Principal, Senior Leadership Team and Governors.

## The Exam Cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this are grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

## Roles and responsibilities

### The Head of Centre

The Head of Centre has overall responsibility for the college as an examinations centre and is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

- The Head of Centre understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for conducting examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments
  - A guide to the special consideration process

### National Centre Number Register

- The principal provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre

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- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the Exams Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
  - the centre status being suspended
  - the centre not being able to submit examination entries
  - the centre not receiving or being able to access question papers and ultimately, awarding bodies could withdraw their approval of the centre
- Ensures that the SENDCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the Exams Officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system
- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent. Refer to GR (section 5.3 Internal governance arrangements)
- Advises on appeals and reviews of results (RORs)
- Is responsible for reporting all suspicions of actual incidents of malpractice.

**The Exams Officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

- Understands the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for conducting examinations
  - Suspected Malpractice - Policies and Procedures
  - Post-Results Services
  - 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 <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
  - confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
  - informs the National Centre Number Register Team **immediately** (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the National Centre Number Register annual update has taken place
  - where it may be applicable, informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
  - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- 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 SENDCo 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

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- Supports the head of centre in ensuring that awarding bodies are informed (where required) 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 for each examination series
- 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
- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites
- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exam's plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of mock exams
- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the current instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis of any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Ensures a procedure is in place to verify the identity of all candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded
- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ Information for candidates documents that are annually updated

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- Requests estimated or early entry information, where this may be required by awarding bodies, from Head of Departments in a timely manner to ensure awarding body external deadlines for submission can be met
- Requests final entry information from Head of Departments in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Head of Departments of subsequent deadlines for making changes to final entry information without charge
- Confirm with Head of Departments final entry information that has been submitted to awarding bodies
- Ensures, as far as possible, that entry processes minimise the risk of entries or registrations being missed, thus reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification
- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets
- Provides candidates with statements of entry for checking
- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day(s) awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams, issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - unauthorised items in exam rooms
  - when and how results will be issued and the staff that will be available
  - post-results services information and how the centre will deal with requests from candidates
  - when and how certificates will be issued
- Produces a master centre exam timetable for each exam series. Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service
- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Will accompany the Inspector throughout a visit
- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre

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- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)
- Identifies exam rooms and specialist equipment requirements
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENDCo regarding rooming of access arrangement candidates
- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)
- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
  - applies for approval through Access Arrangements Online where required or through the awarding body where qualifications sit outside the scope of Access Arrangements Online
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
  - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
  - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
  - ensures that a copy of the written agreement is available for inspection if requested by the awarding body

### Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for conducting examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
  - A guide to the special consideration process



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- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer and SENDCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events
- Respond (or ensure teaching staff respond) to requests from the Exams Officer on information gathering.
- Inform the Exams Officer of any changes in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.
- Note the internal deadline in the annual exams plan
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

### **Special educational needs and disability co-ordinator (SENDCo)**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Determines candidates eligibility for arrangements or adjustments that are centre-delegated
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation.
- Employs good practice in relation to the Equality Act 2010
- Updates and implements the Access Arrangement Procedures.
- Presents when requested by a JCQ inspector, evidence of the assessor's Qualification.
- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements.
- Gathers evidence to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of a normal way of working of an affected candidate
- Works with the Exam Officer to apply for Access Arrangements Online (AAO) via the Centre Admin Portal (CAP)
- 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
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s).
- Works with the Exams Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is not permissible in the exam room.
- Provides and annually reviews a centre Procedure on the use of word processors in exams and assessments.

### **Heads of Faculty/Department**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENDCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Attend relevant awarding body training and update events.
- Complete entry and all other mark sheets accurately and adhere to the deadlines set by the Exams Officer. Check final entry submissions provided by the Exams Officer and confirm the information is correct.
- Ensure teaching staff deliver NEA components in line with the JCQ instructions and the specifications provided by the awarding body.

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- Ensure teaching staff follow the appropriate instructions issued by the awarding body and complete and NEA assessment sheets accurately, including declaration sheets.
- Ensure teaching staff keep candidates' work for NEAs securely and for the required period as stated in the JCQ and awarding bodies specifications.
- Ensure teaching staff provide the Exams Officer with copies of any assessments/grades submitted online to assist them with any appeals or requests from the awarding bodies.
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements.
- Ensure appropriate instructions for conducting internal assessments are followed.
- Support SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.
- Take part in post-results procedures where necessary.

### Teachers

- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Support the SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Take part in post-results procedures where necessary

### Invigilators

- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Record any incidents or irregularities on the exam room incident log (for example late/very late arrival, candidate illness, disruptions or disturbance in the examination room)
- Collections of examination papers in the correct order and the end of the examination and returning them securely to the Exams Officer
- Ensuring papers are kept secure at all times
- Ensuring that candidates do not undertake any practices that could be consider malpractice. If malpractice is suspected this is reported immediately and they should record details on the exam rooms incident log.
- Follow the procedure for verifying candidate identity provided by the Exams Officer
- Seat candidates in exam rooms as instructed by the Exams Officer/on the seating plan
- Are informed of the policy/process for dealing with absent candidates through training and ensure that confirmed absent candidates are clearly marked on the seating plans/attendance register

### Reception staff

Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

### Site staff

Support the Exams Officer in relevant matters relating to exam rooms and resources

### Qualifications

The qualifications offered at the college are decided by the Head of Centre.

The qualifications offered include GCSEs and Functional Skills.

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The subjects offered for these qualifications in any academic year may be found on the college's website for that year. If there has been a change of specification from the previous year, the Exams Officer must be informed. The Exams Officer will contact Head of Departments during July each year to request confirmation of specifications for the year ahead, and also to request intended numbers of students taking examination in the summer for their subject.

Informing the Exams Officer of changes to a specification is the responsibility of the subject leader/Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation by the Senior Leadership Team with the candidates, parents/carers and subject teachers.

### **Examination Series and Timetables**

#### **Examination seasons**

Internal examinations are scheduled as appropriate for each year group. The internal examinations are held under external examination conditions, as appropriate to the guideline issued.

External examinations take place in May and June each year.

The Head of Centre and subject leaders/Head of Departments decide which examination series are used in the centre.

#### **Timetable**

Once confirmed, the Exams Officer will circulate the examination timetable for external examinations.

#### **Entries, Entry Details and Late Entries**

Candidates are selected for their examination entries by the Head of Centre, Subject leaders and Subject teachers.

In exceptional circumstance the parent/carer of the candidate may request entry, change of level or withdrawal but the final decision will be made by the Head of Centre and subject teacher.

The college does not usually accept entries from external candidates, but will consider former candidates (and relatives of, under special circumstances).

The college does not act as an examinations centre for other organisations.

Entry deadlines are circulated to subject leaders/Head of Departments via email and internal post/pigeon hole.

Late entries are authorised by Head of Centre and Exams Officer.

#### **Examination 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.

Late entry or amendment fees are paid for by the department.

The college reserves the right to ask for fee reimbursements from candidates who decide to sit an examination after the late entry/withdrawal deadline, fail to sit an exam or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.



## **Equality Act, Access Arrangements and Contingency Planning**

### **Equality Act 2010**

All college staff must ensure that they meet the requirements of the Equality Act 2010.

The Equality Act 2010 aims to protect disabled people and prevent disability discrimination. It provides legal rights for disabled people in the areas of:

- employment
- education
- access to goods, services and facilities including larger private clubs and land-based transport services
- buying and renting land or property
- functions of public bodies, for example the issuing of licences

The Equality Act also provides rights for people not to be directly discriminated against or harassed because they have an association with a disabled person. This can apply to a carer or parent of a disabled person. In addition, people must not be directly discriminated against or harassed because they are wrongly perceived to be disabled.

The college will meet the disability provisions under the Equality Act 2010, by ensuring that the college is accessible to all and providing appropriate support where necessary.

### **Access arrangements**

See Access Arrangement policy

### **Contingency Planning**

Contingency planning for examination administration is the responsibility of the Head of Centre.

The college will follow guidelines issued by JCQ and awarding bodies with regard to examinations during severe weather conditions and periods of disruption.

See Examinations Contingency Procedure

### **Separate Invigilation**

A decision where an examination candidate may be approved for separate invigilation within the centre will be made by the SENDCo and Senior Leader/Head of Centre.

This decision will be based on:

- whether the candidate has a substantial and long-term medical condition or long term social, mental or emotional needs which has an adverse effect; and
- the candidates normal way of working within the centre
- any medical evidence provided

### **Managing invigilators**

Dedicated external invigilators are used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Exams Officer and Assistant Principal, Mr Radley.

Securing the necessary DBS clearance for new invigilators is the responsibility of the college HR administrator. DBS fees for securing such clearance are paid by the college.

Invigilators are timetabled and briefed by the Exams Officer. The Exams Officer will appoint a lead Invigilator and discuss timetables and seating plans. The Exams Officer also briefs all invigilators at the start of each examination.

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The Exams Officer will run training sessions for all invigilators each year and ensure that they have up-to-date JCQ guidance and an annual handbook for guidance.

Invigilators' rates of pay are set by the Principal in accordance with the LA single status scheme.

### **Malpractice**

The Exams Officer is responsible for investigating suspected malpractice, in liaison with the invigilator. The Exams Officer will be guided by JCQ regulations when dealing with malpractice situations.

See Malpractice Policy

### **Whistleblowing Policy (Exams)**

See Whistleblowing policy

### **Conflicts of interest**

A process is in place to collect a declaration of personal interest from any staff involved in determining grades for students or when sitting an exam at this or any other centre.

- The Exams Officer ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- The Exams Officer maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
  - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre

### **Emergencies**

The invigilator is responsible for following correct procedures in the event of an emergency. Emergency notices are placed in all examination rooms and invigilators are briefed by the Exams Officer on what procedures to take in the event of an emergency.

See Exam Room Emergency Evacuations Procedure and Examinations Contingency Procedure

### **Examination days**

The Exams Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilating team each examination session.

Site management is responsible for setting up the allocated rooms.

The Exams Officer and lead invigilator will start all exams in accordance with JCQ regulations.

Senior members of centre staff, such as an Assistant Principal, approved by the Head of Centre and who have not taught the subjects being examined may be present at the start of the examination in order to assist with identifying and settling candidates. Photographs of students will be made available to invigilators so that spot checks may be carried out before the start of an exam or if there is any cause for concern.

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Only those senior members of centre staff authorised by the Head of Centre to specifically perform the above tasks may be present in the examination room.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

Invigilators are asked to start 30-45 minutes before the start of the examination(s).

Each desk should be labelled as per the seating plan. This should include candidate number and candidate name as per the attendance register. The centre number will also be displayed in the exam room.

Question papers will be placed face-up on desks before candidates enter the room.

An invigilator will check that the correct question paper has been placed on the candidate's desk.

Invigilators will supervise candidates as they enter the examination room, reminding candidates not to touch anything until instructed to do so.

Candidates must only fill in the details on the front of the answer booklet once told to do so by the invigilator.

Question papers must never be left unattended.

Examination paper packets are opened in the exam room unless there is a need to split question paper packets. In this instance, the question paper packet must be opened in the secure room and the exam papers should be taken to the exam room in a sealed envelope. At all times, the integrity of the examinations will not be compromised. At no time will an examination paper be removed from the examination room once the papers have been given out, unless it is to check a possible problem with the relevant awarding body.

Examination papers can normally be distributed to subject leaders after the awarding body's published finishing time for the examination. If there are timetable variations, due to a timetable clash for example, they will be handed to subject leaders once this has been completed.

### **Candidates**

The College's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the college accepts no liability for their loss or damage.

Candidates:

- Confirm entry information is correct or notifies the Exams Officer of any discrepancies immediately.
- Follow NEA regulations and sign declaration that authenticates the coursework as their own.
- Ensure they read and understand the 'Information for candidates' booklet that is distributed to candidates before the exams and available on the school website.
- Follow instructions given to them in the exam rooms by authorised centre staff and invigilators.
- Candidates will be asked, prior to the examination starting, to ensure they have not brought wrist watches, mobile phones or other devices into the examination room. If they have any unauthorised items in their possession, they must hand them in to an invigilator before the exam begins. Failure to do so may lead to disqualification.
- Only take water in a clear, colourless, plain bottle into the exam room.
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case an invigilator must accompany them.

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- The Attendance Officer will attempt to contact any candidate who is not present at the start of an exam. The Exam Office will then deal with the candidate in line with JCQ guidelines.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time.
- Candidates who arrive late for an examination may be allowed to enter the examination room and sit the examination. This is at the discretion of the Exams Officer and Head of Centre. Invigilators should advise the Exams Officer immediately of the late arrival of a candidate, noting the exact time of arrival. The Exams Officer will explain the implications of the candidate's lateness depending upon how late the candidate is, i.e. if the arrival is classified as 'very late'. In this instance, the Exams officer will explain to the candidate that the awarding body may not accept their work.
- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidates/parents/carers responsibility to alert the college, the Exams Officer, or the invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.  
The Exams Officer will then forward a completed special consideration form to the relevant awarding body.

The lead invigilator is responsible for handling late or absent candidates on examination day or subsequently. At all times, the lead invigilator must keep the Exams Officer informed of developments.

Candidates who arrive late for an examination may be allowed to enter the examination room and sit the examination. This is at the discretion of the Exams Officer and centre. Invigilators should advise the Exams Officer immediately of the late arrival of a candidate, noting the exact time of arrival. The Exams Officer will explain the implications of the candidate's lateness depending upon how late the candidate is, i.e. if the arrival is classified as 'very late'. In this instance, the Exams Officer will explain to the candidate that the awarding body may not accept their work.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body.

### **Clash Candidates**

The Exam Officer will be responsible for identifying candidates that have any exam 'clashes'. The candidates will be made aware and if alternative arrangements are need they will be written to by the Exam Officer.

### **Internal Assessments and Appeals**

#### **Internal assessment replaces the largely discontinued term coursework**

It is the duty of subject leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer and receptionist will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

#### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the examinations office and college administration, approved by governors.



## **Results**

### **Review of Results (RoRs) and access to scripts (ATS)**

Candidates will receive individual result slips on results days, either via email, in person at the centre or by post to their home address; candidates to provide self-addressed envelopes. If the college is running result collection in college emailing of results must be requested before results day from candidates own email.

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

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

### **RoRs**

RoRs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The consent of the candidate is required before any RoRs is requested to the examination board.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of the marks at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### **Access to scripts**

Centres may request copies of scripts to support reviews of marking or to support teaching and learning. The candidate's permission must be gained before submitting a request. Requests must be submitted online via the awarding bodies' extranet sites.

### **Certificates**

Certificates are presented in a special awards ceremony for students (held in November). If students are unable to attend, they may arrange to collect their certificates in person.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised in writing to do so.

Certificates can be sent to candidates by registered mail on receipt of the correct postage.

The centre retains certificates for one year.

### **Act/Policy/Procedure**

- Equalities act
- Exams Internal Complaints and Appeals
- Reviews of Marking – Centre assessed marks
- Exam Contingency Procedure
- Exam Malpractice
- Exam Emergency Evacuation Procedures
- NEA (Non Examination Assessment) Policy
- Whistleblowing policy