

The Bosco Centre	
Policy:	Examinations Policy
Applies to:	College
Reviewed:	March 2023
Next Review:	March 2024

Bosco is committed to ensuring that the exams management and administration process is run effectively and efficiently. 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.

This policy will be communicated to all relevant centre staff.

Examination Responsibilities

Head of Centre

The Principal will ensure that:

- All examinations are carried out in line with the following documents:
 - [General regulations for approved centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
 - [Instructions for conducting non-examination assessments](#) (NEA)
- Bosco has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- They are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes.
- The examinations officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events to facilitate the effective delivery of exams and assessments within the centre.
- A named member of staff acts as the Special Educational Needs Co-ordinator (SENCO).

- Centre staff are supported and appropriately trained to undertake key tasks within the exams process.
- Centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- A teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates' preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test
- 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 2-4 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 only
- All reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place.
- 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, are reported to the awarding body immediately.
- Risks to the exam process are assessed and appropriate risk management processes/ contingency plans are in place (that allow the Head of Centre to act immediately in the event of an emergency or staff absence). The Exam Contingency Plan is located on the staff VLE and college website.
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and their parents/carers in the Student and Parent Guidance document (FAQs page) on the college website. These internal appeals procedures are located on the staff VLE.
- A complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place.
- The centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements. The SEN Disability policy is located on the staff VLE.
- The centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- The centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- The centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre.
- The relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre

staff has a personal connection to the candidate.

- Other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel.

Examinations Officer

The Examinations Officer Manages the administration of public and internal examinations, including the provision of suitable accommodation, facilities and supervision. Advises on annual examination timetables and procedures as set by the various awarding bodies. The EO will ensure that:

- Systems and processes support the timely entry of students for their examinations.
- Staff examination registrations, entries, estimated grades and results where relevant are processed according to awarding body requirements.
- All necessary coursework/controlled assessment is completed on time and in accordance with JCQ & CIE guidelines.
- A process is in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre.
- 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 placed in the secure storage facility.
- The secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment).
- Completed scripts and coursework/internal assessments are dispatched to relevant awarding bodies.
- Access arrangements and makes applications for special consideration using the JCQ/CIE published access arrangements, reasonable adjustments and special consideration are submitted within the required timeframe.
- Examination results are disseminated to students and staff and certificates are forwarded to students.
- The confirmed examination timetable for external examinations is circulated to staff and students.
- Staff are annually updated in the JCQ regulations, college examinations policy and procedures.
- The coordination of access arrangement applications for students which provide a profile of students' learning difficulties, disabilities or medical conditions. These applications are submitted to the examinations office, which applies for individual access arrangements, i.e. additional examination time, readers, writers, prompters, word processors and separate room facilities, via awarding bodies' on-line facilities.

Invigilators

- Collect mobile phones/prohibited equipment from candidates.
- Supervise students during examinations to ensure compliance with JCQ/CIE procedures.
- Assist with the set-up of the examination room on large exam days, under the guidance of the exams officer.
- Report any breaches of regulations in the exam room.
- Collect all examination papers/scripts in the correct order at the end of the examination and return to the EO.
- Attend training, update, and 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.

Reception staff

- Support the EO/SLT link 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

- Set up examination rooms as requested by the EO, ensuring desks are appropriately spaced in accordance with JCQ/CIE regulations.
- Provide comfortable conditions for students to take their examinations, including adequate heating and ventilation.

Students

- Check all examination entries to confirm that they are correct.
- Understand and comply with coursework /controlled assessment regulations and sign a declaration that authenticates the coursework/internal assessment as their own.
- Understand and abide by all college and JCQ examination regulations and procedures.

Equalities Special Needs and Access arrangements

- All college staff are responsible for ensuring that provision and procedures meet the requirements of the Equality Act 2010 as outlined in the Single Equality Duty.

Additional needs

The college will meet the disability provisions under the Single Equality Duty by ensuring that the examinations accommodation is accessible and facilitates a student experience that is conducive to examinations. This is the responsibility of the Principal and the EO. Students' special needs requirements are determined by the Principal and EO with assistance from relevant agencies where applicable.

Access arrangements

- Access arrangements will be organised by the EO, by placing students in suitable accommodation according to their needs, after receiving relevant information from staff.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the EO.
- Invigilation and support for students requiring access arrangement will be organised by the EO and Principal.
- Where the EO requires changes to timetabled rooms to facilitate access, appropriate advance notice and information will be given to room users via email.
- ICT and technical support will be provided to students where relevant.

Managing invigilators and examination days

- Invigilators are timetabled and briefed by the EO.
- The EO 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 arrangements
- The EO ensures that invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible.

Malpractice

- The Principal is responsible for investigating suspected malpractice and reporting any incidents to the relevant awarding body. These duties, however, may be delegated to others to investigate.
- Malpractice will be investigated in line with JCQ/CIE procedures.

Examination days

- The EO will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.
- Site management is responsible for setting up the allocated rooms and ensuring conditions that are conducive for examinations.
- On the day of the exam, no relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will be held in the designated exam room
- To avoid potential breaches of security, the EO ensures prior to question paper packets being opened, that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened.
- The EO will start all examinations in accordance with JCQ guidelines.
- Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Curriculum Leaders by the EO once all the exam papers have been collected (including those papers from students with access arrangements).
- Late students will only be permitted into an examination room under exceptional circumstances and within 1 hour of the examination start time. After which a student may be refused entry into the examination in line with JCQ regulations. Refusal of entry into the examination is at the discretion of the EO.
- In the case of back to back examinations, a short break will be provided.
- A documented **emergency evacuation and evacuation procedure** for exam rooms is in place. This is located on the staff VLE.
- The EO will ensure any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation) and any follow-up actioned as soon as practically possible.
- Internal students are known to all members of staff who will complete a visual check when completing the register.
- We currently do not offer examination access for external candidates. If this situation changes our requirements will be amended accordingly.

Students, examination clashes and special considerations

Students

- The college's published rules on acceptable dress, behaviour and students' use of mobile phones and other electronic devices always apply.
- Students' personal belongings remain their own responsibility and the college accepts no liability for their loss or damage.

- Disruptive students are dealt with in accordance with JCQ/CIE guidelines. Students are expected to stay for the full examination time. Note: Students may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be always accompanied by a member of staff.
- The EO is responsible for handling late or absent students on examination day or subsequently.

Examination clashes

- For examination clash students, the supervision of students, identifying a secure venue and arranging overnight supervision is the responsibility of the EO.
- The scheduling of subject clashes will be determined by the EO in a manner that minimises disruption to students.
- Where examination subjects clash, the subject with the longest exam will be scheduled first, in line with JCQ advice and regulations. The only exception to this is where an examination involves listening/audio visual components.

Special consideration

- Should a student 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 student's responsibility to alert the EO, year manager or the examination invigilator, to that effect.
- The student must support any special consideration claim with appropriate evidence within four working days of the examination, for example by providing a letter from the student's doctor.
- The EO will then apply for special consideration from the relevant awarding body within seven days of the examination..

