

Examinations Policy



St. Kevin's College

Lisnaskea

September 2021/22



INTRODUCTION:

The purpose of this exam policy is to:

- ✚ Ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- ✚ Ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre's exam process to read, understand and implement this policy.

The exam policy will be reviewed annually. It will be reviewed by the Principal, Senior Management Team, Exams officer and Governors.

Non Examination Assessments (New GCE & GCSE specifications, Controlled Assessment & BTEC Qualifications)

Non Examination Assessments will be teacher-led and will usually take place in the classroom, within normal timetabled lessons. Teachers should provide candidates with subject-specific Controlled Assessment & BTEC information and provide an indication of the criteria which will be used for marking. Subject teachers will also outline a timetable and completion date for the Controlled Assessment. It is of paramount importance that candidates meet this deadline.

Head of Assessment & Raising Standards Responsibilities:

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and Awarding Bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject teachers to schedule controlled assessments.
- Map overall resource management requirements for the academic year. As part of this, resolve:



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- clashes/problems over the timing or operation of controlled assessments;
- issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use.
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the Senior Leadership Team.
- Monitor & Evaluate the conducting of controlled assessments by departments.
- Report and Record suspected malpractice in conjunction with the Head of Centre.
- Conduct investigations by JCQ or Exam Boards in the case of suspected malpractice in conjunction with the Head of Centre.

Heads of Department Responsibilities:

- Decide on the Awarding Body and specification for a particular GCSE in consultation with the Head of Assessment & Raising Standards.
- Ensure the suitability of all procedures in the Department for non-examination assessments, including Drama and Dance, in line with the Centre's Safeguarding Policy and the policies of the relevant Awarding Bodies.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.



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- Ensure that the members of their department area(s) fully understand and comply with the JCQ guidelines. **Instructions for conducting non-examination assessment 2020-21 and Instructions for conducting coursework 2021-22.** Follow the Links below:
 - https://www.jcq.org.uk/wp-content/uploads/2021/06/Instructions_NEA_21-22.pdf
 - https://www.jcq.org.uk/wp-content/uploads/2021/06/Coursework_ICC_21-22_v5.pdf
- **Ensure that individual teachers fully understand the requirements of the Awarding Body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.**
- Where appropriate, develop new assessment tasks or adapt sample Awarding Body assessment tasks to meet local circumstances, in line with the Awarding Body's specification and control requirements.
- Advise & monitor the submission of work in line with the JCQ guidelines.
- Ensure that any work handed in by the candidate for formal assessment is stored securely.
- **Ensure that the package in which the work is despatched is robust and securely fastened.**
- **Encrypt any sensitive digital media to ensure the security of the data stored within it. Centres must refer to awarding body guidance to ensure that the method of encryption is suitable.**

Teaching staff Responsibilities:

- Understand and comply with the general guidelines detailed within the JCQ publication **Instructions for conducting non-examination assessments 2020-2021 and Instructions for conducting coursework 2021-22.** Follow the Links below:
- https://www.jcq.org.uk/wp-content/uploads/2021/06/Instructions_NEA_21-22.pdf



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- https://www.jcq.org.uk/wp-content/uploads/2021/06/Coursework_ICC_21-22_v5.pdf
- **Understand and comply with the Awarding Body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the Awarding Body's website.**
- **Keep live coursework secure and confidential whilst in their possession. The sharing of 'live' coursework with other candidates by teaching staff will constitute malpractice.**
- Obtain confidential materials/tasks set by Awarding Bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the Awarding Body. Submit marks to the Awarding Body by the published deadline, keeping a record of the marks awarded.
- Candidates' work **must be dated** by teachers to reflect when it was marked.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the Special Educational Needs Coordinator (SENCO) for any appropriate assistance required for the administration and management of access arrangements.



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- Where candidates work in groups, the teacher should keep a record of each candidate's contribution and it must be possible to attribute assessable outcomes to individual candidates.

Both the candidate and the subject teacher will have to sign a document (Candidate Declaration Form) stating that the work is the candidate's own before it is presented to the Examination Board. If the teacher is not confident that the Controlled Assessment is the candidate's own work he/she will not sign the declaration form and, if appropriate, the Examination Board will be informed why the teacher has not signed.

Signed candidate declarations must be kept on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. They may be subject to inspection by a JCQ Centre Inspector.

Controlled Assessments which are marked by teachers will be subjected to an internal moderation procedure before marks are forwarded to the relevant Board. Examination Boards request random samples of Controlled Assessments which must include a top, middle and bottom mark from each subject and the work is then moderated again to ensure that the criteria for marking have been fairly and consistently applied. A candidate's own piece of work may not be part of that sample but may be affected by the outcome of the Board's moderation procedures if any adjustments to marks from the school are made. The final Controlled Assessment mark is only confirmed when the official results are issued and teachers are not permitted to disclose actual marks to candidates before this date. If at this stage candidates are unhappy with their Controlled Assessment result they should discuss this with their teacher and/or HOD. If after discussion candidates remain dissatisfied they or their parent(s)/guardian(s) can approach the Examinations Officer or Senior Teacher to request an internal process of appeal.



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If, during the external moderation process, it is found that the work has not been properly authenticated, the awarding body will set the mark(s) awarded by the centre to zero.

Special educational needs coordinator Responsibilities:

- As the appropriate qualified assessor, the SEN Co-coordinator will carry out the appropriate testing in accordance with relevant guidelines.
- Ensure access arrangements have been applied for.
- Ensure that an up to date copy of the current Access Arrangements for students is available in the Learning Support Folder in Staff Area.
- Ensure that a timetable of support will be compiled for each examination series.
- Work with teaching staff to ensure requirements for support staff are met.
- Assess and process applications for Special Consideration when requested.
- Ensure that classroom assistants are following the JCQ guidelines contained in the Controlled Assessment handbook.

COURSEWORK

It is the teaching staff's responsibility to understand and comply with the general guidelines detailed within the JCQ publication *Instructions for conducting coursework 2021-22*. **These instructions are for use in AQA Applied General qualifications, OCR Cambridge Nationals, GCE unitised AS and A-level qualifications, WJEC GCE legacy AS and A-level Health & Social Care, ELC and Project qualifications. They may also apply to other awarding body specific Level 1, Level 2 or Level 3 qualifications. Centres should refer to awarding body instructions.** Follow the link below:

- https://www.jcq.org.uk/wp-content/uploads/2021/06/Coursework_ICC_21-22_v5.pdf

Not all subjects include coursework; however, for those that do there are specific coursework requirements and these will be unique for each subject. Subject



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teachers should provide candidates with details of these requirements and an indication of the criteria which will be used for marking. Subject teachers will also set a completion date for coursework and it is of paramount importance that candidates meet this deadline.

Teachers will give guidance at the preparation and research stage. Candidates will also have the opportunity to present a draft copy for discussion with their teacher providing they are ready to do so well before the deadline for final presentation of the piece. Subject teachers cannot correct nor rewrite sections of coursework for candidates but they can make suggestions for candidates to follow up on. Both the candidate and the subject teacher will have to sign a document (Candidate Declaration Form) stating that the work is the candidate's own, before its presentation to the Examination Board. If the teacher is not confident that the coursework is the candidate's own work he/she will not sign the declaration form and, if appropriate, the Examination Board will be informed why the teacher has not signed.

Teaching staff must:

- be vigilant in relation to candidate malpractice and be fully aware of the published regulations;
- escalate and report any alleged, suspected or actual incidents of malpractice to the head of centre or directly to the awarding body, following the centre's whistleblowing procedures where relevant.

Coursework is marked by subject teachers and then goes through an internal moderation procedure before marks are forwarded to the relevant Board.

Where the work for a component/unit has been marked by more than one teacher then internal standardisation of marking **must** be carried out. One of the following procedures should be used:



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Either a sample of work which has been marked by each teacher is re-marked by the teacher who is in charge of internal standardisation;

Or all the teachers responsible for marking a component/unit exchange some marked work (preferably at a meeting led by the teacher in charge of internal standardisation) and compare their marking standards.

Where standards are found to be inconsistent, the relevant teacher(s) should make adjustments to their marks or re-consider the marks of all candidates for whom they were responsible. The new marks should be checked by the teacher in charge of internal standardisation.

Following completion of the marking and internal standardisation, the coursework must be retained by the centre, and not returned to the candidates, until after the closing date for reviews of moderation for the series concerned or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Examination Boards request random samples of coursework which must include a top, middle and bottom mark from each subject and the work is then moderated again to ensure that the criteria for marking have been fairly and consistently applied. A candidate's own piece of work may not be part of that sample but may be affected by the outcome of the examination board's moderation procedures if any adjustments to marks from the school are made. The final coursework mark is only confirmed when results are issued in August and teachers are not permitted to disclose actual marks to candidates before this date. If at this stage a candidate is unhappy with their coursework result they should discuss this with their teacher and/or HoD. If, after discussion, candidates remain dissatisfied they (or their parents/guardians) can approach the Examinations' Officer or Senior Teacher to request an internal process of appeal.



What is the correct procedure where a teacher has a personal interest in a candidate?

St. Kevin's college will make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g son/daughter).

Where this cannot be avoided, St. Kevin's College will declare the possible conflict of interest to the relevant awarding body and submit the marked work for moderation whether or not it is part of the moderation sample.

Further details are given in section 5 of the JCQ publication *General Regulations for Approved Centres*. <http://www.jcq.org.uk/exams-office/general-regulations>

Orals, Listening Papers, Practical's and Music Performances

These are organised by the subject HOD. Either the HOD or the subject teachers will inform candidates of the specific details regarding their oral, listening paper, practical and/or music performance.

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework GCE and GCSE non-examination assessments and Project qualifications)

St. Kevin's College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. St. Kevin's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.



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- + St. Kevin's College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- + St. Kevin's College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- + St. Kevin's College will, having received a request for copies of materials, promptly make them available to the candidate.
- + St. Kevin's College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- + St. Kevin's College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- + St. Kevin's College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- + St. Kevin's College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- + St. Kevin's College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- + St. Kevin's College will inform the candidate in writing of the outcome of the review of the centre's marking.
- + The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with



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national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Internal Assessment Appeals Procedure (Candidates)

This applies to *GCSE* and *GCE* coursework, performance etc providing the work is assessed internally.

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework /portfolio / projects), then you **MUST** initially discuss this with your subject teacher, the teacher concerned, and/or the relevant Head of Department. Hopefully this will resolve the issue.

If the matter is not resolved then you should see the Examinations Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have not tried to sort it out within a fortnight of the problem arising. You may not appeal against any mark that has been awarded unless you think that this has been because of a procedural error, and you must be able to identify the procedural error.

In accordance with the Code of Practice for the conduct of examinations, St Kevin's College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of internal assessment is secured through internal standardisation.
- Staff responsible for standardisation have been properly trained.
- The School will comply fully with the Joint Council guidelines.

Appeals may be made to the School regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the School for moderation by the Awarding Body.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School before the end of the exam season



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in question. In the summer, for example, the appeal must be lodged in sufficient time for the matter to be dealt with before the end of the Summer term, but should in reality be lodged much earlier.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, the Head of Department and a member of SMT who is not involved with the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The School would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed. The candidate will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken further to protect the interests of the candidate(s).

Examination Entries

St. Kevin's College currently have four examination seasons - November (CCEA GCSEs in Single and Double Award Science only), January (option to sit CCEA GCSE English Language & Mathematics), March (CCEA GCSEs in Single and Double Award Science only and Summer (May, June) for all GCSE and GCE.

The decision whether to allow pupils sit examinations in November and January seasons lies with the Head of Departments and the Principal.

- The following are the dates that exam entries must be given to the Exams Officer:

| Exam Series | Entry Dates |
|----------------|---------------------------------|
| November | 20 th September 2021 |
| January (BTEC) | 8 th October 2021 |
| March | 20 th December 2021 |
| Summer | 21 st January 2022 |

- Candidates are selected for their exam entries by the Head of Department and the subject teachers.
- The Exams Officer will provide the HOD with a copy of the entries.
- It will be the Head of Department's responsibility to check the entries and make any amendments.



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- Once entries have been received and processed by the Examination Boards, each candidate will receive a STATEMENT OF ENTRY.
- All requests by candidates, their parents/carers for subject entry, change of level or entry withdrawal must be agreed by the Principal.
- Candidates will be asked to check this carefully. If any amendments are required to the Statement of Entry these must be completed in RED pen.
- Once the amendments have been carried out candidates will be issued with a "Unique Candidate Timetable" showing all their examinations.
- If there are no further changes to be made to the Candidate Timetable, it should be kept safe and not written upon or lost.

**St. Kevin's College will not process examination entries for external candidates. **

Late Entries

- Entry deadlines are circulated to Heads of Departments & teachers via the exams office.
- Late entries are permitted however penalty charges may apply which will be the responsibility of the department.

Exam Fees

- The centre will pay all normal exam fees on behalf of candidates where the candidate is entering the Exam Board for the first time.
- Candidates will be charged for resits. (See Examinations Charging Policy).
- Late entry or amendment fees are paid by the departments or the candidate dependant on the circumstances.



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- Candidates or departments will not be charged for changes in tier, withdrawals made by the proper procedure or alterations arising from administrative processes provided these are made within the time allowed by the Awarding Bodies.
- Candidates must pay all exam fees owed, by cash or cheque prior to the date of the exam.
- The Head of Department is responsible for the collection, safe keeping and delivery of all cash and cheques to the school finance officer.

Managing Invigilators

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. **Invigilators have a key role in upholding the integrity of the external examination/assessment process.**

The invigilator must follow the **Instructions for Conducting Examinations 2021/22** booklet (https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf). **A hard copy of this booklet is given to the Invigilators at the start of the year and the changes for the academic year 2021/2022 have been highlighted in yellow.**

The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.



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Invigilators must:

- give all their attention to conducting the examination properly;
- be able to observe each candidate in the examination room at all times;
- be familiar with the *JCQ Warning to candidates*, *JCQ Information for candidates* and the ***JCQ Unauthorised items poster***, and any specific instructions relating to the subject(s) being examined;
- inform the Principal if they are suspicious about the security of the examination papers. (In such cases, the head of centre **must** inform the Awarding Body **immediately** and send JCQ Form M2b within 7 days of the suspicion arising.)

Invigilators must not:

- carry out any other task (for example, reading a book or marking) in the examination room.

Invigilators should always be provided with badges so that they may be easily identified and acknowledged as a member of centre staff.

Identifying Candidates

- ❖ The Invigilators will establish the identity of all candidates sitting the examinations.
- ❖ The Principal or any member of SMT will be present at the start of the examination to assist with the identification of candidates.
- ❖ When identifying candidates the attendance register will be completed.
- ❖ A private/external candidate or a transferred candidate who is not known to the school or college **must** show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.
- ❖ Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate would 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.



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- ❖ Once identification has been established, the candidate can replace, for example, their veil and proceed as normal to sit the examination.
- ❖ Invigilators **will** be informed of those candidates with access arrangements. Invigilators **will** be made aware of the particular access arrangement(s) awarded. (This is the responsibility of the SENCO)

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 to the invigilator.
- + The caretaker is responsible for setting up the allocated rooms.
- + The lead invigilator will start all exams in accordance with the JCQ guidelines.
- + The 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 allowed to be an invigilator** during the timetabled written examination or onscreen test.
- + A senior member of staff, such as an Assistant Headteacher, can identify the candidates as they enter the exam room, check that the candidates have been issued with the correct papers and to assist with discipline at the beginning and end of the examination. The senior member of staff may also commence the examination but must not advise candidates on which section of the paper and which particular questions they should attempt.
- + In practical exams, subject teachers may be on hand in case of any technical difficulties.

Under no circumstances may members of centre staff:



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- ✚ be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- ✚ enter the examination room with the intention of accessing the examination question paper;
- ✚ have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the Awarding Body;
- ✚ give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- ✚ communicate with candidates, (except in timed Art tests and timetabled CCEA Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- ✚ enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;

Handling of Exam Papers

To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. The exams officer and the invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. If the exams officer is not available the Principal, Vice Principal or any member of SMT will complete the check.

The 'second pair of eyes check'

St. Kevin's College are required to ensure that records are kept of the 'second pair of eyes check'. The records **will** capture the following information:



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- centre number and name;
- the date of the examination;
- awarding body, unit/component code;
- the names, signatures and roles of the two individuals who checked the question paper details before the packet was opened. (Second Pair of Eyes Check Form Attached)

The records may be checked by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

External Exam Venues

The Assembly Hall and Boys Gym will be the main exam venues. PE Rooms(Back of Boys Gym) , will be the subsidiary venues, and may also be used if the circumstances dictate, at the discretion of the exams officer for all External Examinations.

The external exam timetable will be given to staff and it will include the date, venue and duration of the exam.

Where venues are required for examinations i.e ICT suites etc, staff involved must arrange this with the Cover Manager who will inform the exams officer.

The exams officer is responsible for ensuring that each exam venue complies with the JCQ regulations and standards. Fire regulations have been drawn up covering the exit arrangements from our exam venues during an examination. Evacuation procedures are carried out in accordance with JCQ regulations.



Emergency evacuation procedure for examinations

The invigilator will take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given in St. Kevin's Fire/Evacuation Policy.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates will be instructed to leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination will be considered by Head of Centre and Examinations Officer.
- Make a full report of the incident and of the action taken, and this will be sent to the relevant awarding body.
- *As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so. This is particularly so where the centre is concerned about the security of the examination(s).*
- *Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice as the awarding bodies have procedures in place to ensure that candidates are*



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not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.

Internal Exam Venues

The Assembly Hall and Boys Gym will be the main exam venues. PE Rooms, ICT office, T+D office and Office 1 will be the subsidiary venues, and may also be used if the circumstances dictate, at the discretion of the exams officer for all Internal Examinations.

The internal exam timetable will be produced by the timetable Co-ordinator and the Head of Assessment & Raising Standards. The timetable will include the date, venue and duration of the exams.

Candidates, clash candidate and special consideration

Candidates:

The centre's published rules on acceptable dress, behaviour and candidates use of mobile phones and all electronic devices apply at all times. All mobile phones or other electronic equipment must be handed into the Exam Invigilator at the start of the exam. Failure to do so may invalidate the candidate's examination in accordance with the JCQ instructions for conducting examinations.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.



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The exams officer will attempt to contact any candidate who is not present at the start of the exam and deal with them in accordance with the JCQ guidelines.

No candidate is permitted to leave the examination hall until the official end of the examination.

Clash Candidates:

The exams officer will identify wherever timetabled exam clashes occur and notify candidates how the exam clash will be resolved.

Candidates also have the responsibility to review their exam timetable and where they believe that their exams will clash, bring this to the attention of the exams officer.

On the day of the exam, arrangements will be made to manage those candidates with an exam clash, including supervision between exams. Candidates should bring a packed lunch.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during an exam itself or otherwise disadvantaged or disturbed during the exam, then it is the candidate's responsibility to alert the Centre, the exams officer, or the exam invigilator, to that effect.

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

The exams officer will then forward a completed special consideration form to the relevant Awarding Body within seven days of the exam.



Results, enquiries about results(EAR's) and access to scripts(ATS)

Results:

Candidates will receive individual results slips on results days in person at the Centre which are distributed to SMT by the Examinations Officer. The Centre will not distribute results electronically to candidates, this is to allow staff to congratulate pupils and offer advice and support where needed.

Where a candidate has requested in writing that their results should be handed to the third party, the appointed person must present suitable identification i.e passport, driving licence, in order to collect the results. Staff will receive result data on the same day that students receive their results.

Arrangements for the school to be open on results days are made by the Head of Centre. All members of the SMT should be present on results day.

Release of information to the public and press is the responsibility of the Head of Centre.

Enquiries About Results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking, subject to payment of appropriate fees. **The consent of candidates must be obtained.**

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the Centre's expense. The cost



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of the remark may be charged to the department. When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they must remit payment for the re-mark prior to submission.

Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. **For the latter, the consent of candidates must be obtained.**

Re-marks cannot be applied for once a script has been returned.

Internal Appeals Procedure(External Exam)

If a candidate who is sitting a formal external examination (GCSE, A-Level or other) feels that they may have been disadvantaged by conditions beyond their control e.g excessive noise, lack of heating or lighting etc.

They should follow the following procedures:

1. Report the incident immediately to the Examination Invigilator on duty.
2. The Examination Invigilator will report the incident to the Examination Officer and Head of Centre.
3. The Examinations Officer and the Head of Centre will investigate the complaint and advise the Examination board where and when it is necessary.
4. Alternatively, if a candidate does not report the incident at the time a parent/guardian of the candidate can still report the incident to the Examination Officer and Head of Centre within two working days of the event.
5. The Examination Officer and the Head of Centre will carry out point 3 above.

External Assessment Appeals Procedure



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This applies to *GCSE* and *GCE* work that is assessed externally. In general it relates therefore to written papers, and also the few pieces of coursework that are wholly assessed externally.

It is possible to appeal against the procedures of an Exams Board in the conduct of an examination. An appeal might be against the inappropriate application of a mark scheme, or perhaps against a change in specification without properly making it known. In each case the school would need to look very carefully at the Code of Practice, to see if there has been a procedural error. The process is long winded, and probably has to go through all three stages before success is likely. The final conclusion may be 6 months after the exam results are published, by which time any changes in marks will be far too late for University purposes. Making an appeal is very rare.

Any appeal must be made through the School; submissions will not be accepted from individuals. The final arbiter is the Examinations Appeals Board (EAB).

Certificates

Certificates are presented in person or collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Candidates must request replacement certificates from the exam board and pay the costs incurred.

Candidates with Disabilities

The Equality Act 2010 "defines a disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or



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mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities."

[Quote taken directly from Equality Act 2010

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/570382/Equality_Act_2010-disability_definition.pdf]

The purpose of this section is to highlight above and beyond other school policies how the centre caters for candidates needing additional access arrangements. Our centre *"recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This **must** include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates; †for any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect."*

[Quote is taken directly from chapter 5.4 of the current JCQ publication available at https://www.jcq.org.uk/wp-content/uploads/2020/09/Gen_regs_approved_centres_20-21_FINAL.pdf)



Identifying the need for and Requesting Access Arrangements

Exams Officer Responsibilities:

- To ensure the necessary arrangements for candidates with disabilities are planned for and any necessary arrangements are put in place.

Special educational needs coordinator Responsibilities:

- As the appropriate qualified assessor, the SEN Co-coordinator will carry out the appropriate testing in accordance with relevant guidelines.
- Ensure access arrangements have been applied for.
- Ensure that an up to date copy of the current Access Arrangements for students is available in the Learning Support Folder in Staff Area.
- Ensure that a timetable of support will be compiled for each examination series.
- Work with teaching staff to ensure requirements for support staff are met.
- Assess and process applications for Special Consideration when requested.
- Ensure that classroom assistants are following the JCQ guidelines contained in the Controlled Assessment handbook.



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The following tables outlines example access arrangements for candidates with disabilities. These arrangements will be assessed for individual cases.

| Candidate Need | Possible Arrangements put in place | Centre Actions |
|--|--|--|
| <p>A medical condition which prevents the candidate from taking exams in the centre.</p> | <p>Alternative site for the conduct of examinations. Supervised rest breaks.</p> | <ul style="list-style-type: none"> • SENCo gathers evidence to support the need for the candidate to take exams at home. • SENCo provides written statement for file to confirm the need. • Approval confirmed by SENCo; AAO approval for both arrangements not required. • SENCo discussion with candidate to confirm the arrangements should be put in place. • EO submits appropriate 'Alternative site for the conduct of exams form'. • EO provides candidate with exam timetable and JCQ information for candidates. • EO agrees with candidate that prior to each exam they will call to confirm fitness to take exam. • EO allocates invigilator(s) to candidate's timetable; confirms time of collection of exam papers and materials. • Invigilator monitors candidate's condition for each exam and records any issues on incident log. • Invigilator records rest breaks (time and duration) on incident log and confirms set time given for exam. • Invigilator briefs EO after each exam on how candidate's performance in exam may have been affected by his/her condition. • EO discusses with pastoral head/SENCO if candidate is eligible for special consideration (candidate present but disadvantaged). |



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| | | <ul style="list-style-type: none"> EO/SENCO processes request(s) for special consideration where applicable; incident log(s) provides supporting evidence. Pastoral head/SENCO informs candidate that special consideration has been requested. |
| Persistent and significant difficulties in accessing written text. | Reader/computer reader. 25% Extra time. Separate invigilation within the centre. Word processing facilities | <p>SENCo confirms candidate is disabled within the meaning of the Equality Act 2010 and</p> <ul style="list-style-type: none"> Papers checked for those testing reading. Reader/Computer reader sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded. Form 8, signed and dated, with Sections A, B and C completed; kept on file with body of supporting evidence, printed approval from AAO and signed data protection notice. Provision of appropriate laptop facility Form 4, signed, dated and completed by relevant persons. |
| Significant difficulty in concentrating. | Prompter. | <ul style="list-style-type: none"> SENCo gathers evidence to support substantial and long term adverse impairment. SENCo confirms with candidate how and when they will be prompted. SENCo briefs invigilator to monitor candidate and the method of prompting (desk tap). |
| A wheelchair user. | Desk. Rooms. Facilities. Seating arrangements. Practical assistant. | <p>SENCo</p> <ul style="list-style-type: none"> applies for practical assistant to help candidate set up wheelchair and other equipment in a practical assessment; approval automatically fails so awarding body referral lists the tasks that will be performed. Provides height adjustable desk in exam room. Allocates exam room on ground floor near adapted bathroom facilities. Spaces desks to allow wheelchair access. |



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| | | <ul style="list-style-type: none"> • Seats candidate near exam room door. • Confirms arrangements in place to assist the candidate in case of emergency evacuation of the exam room. • Practical assistant cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment. |
| <p>Significant Visual impairment</p> | <p>Modified Paper</p> <p>Extra time</p> <p>Reader</p> <p>Separate invigilation within the centre</p> | <p>SENCo</p> <ul style="list-style-type: none"> • confirms candidate is disabled within the meaning of the Equality Act 2010. • Papers checked for those testing reading. • Reader/Computer reader sourced for use in papers (or sections of papers) testing reading OR up to 50% extra time awarded. • Form 8, signed and dated, with Sections A, B and C completed; kept on file with body of supporting evidence, printed approval from AAO and signed data protection notice. • Modified papers are applied for by the relevant deadlines. |

Head of Centre: Mr. Gary Kelly

Examinations Officer: Monica Leydon

Date: 01/09/21

This policy is due for review in September 2022