EXAMS POLICY AND PROCEDURES

Contents

1 Scope and Purpose

Wiltshire College will endeavor to ensure that all examinations activity is free of bias, offers all candidates equality of opportunity and the best possible chance of gaining their desired outcome and promotes a positive image of the college.

1.1 Objectives

Wiltshire College commits to:

- Producing a clear & transparent procedure for examinations.

- Registering candidates in a timely way to ensure all exam board deadlines are met (see also the Registration & Certification Procedures)

- Conducting all external examinations in line with JCQ & awarding organisation regulations.

- To maintain the security of examinations materials at all times.

- Making results available to candidates on the days notified by awarding organisation & ensuring notification that certificates are available for collection is sent to candidates in a timely way.

- Facilitating access to examinations for candidates with special requirements. Dealing with misconduct, without bias, when reported to the Examinations and Compliance Manager.

1.2 Scope

- All Wiltshire College staff
- All Wiltshire College students

2 Accountability

2.1. Students

- Confirmation and signing of entries
- Understanding controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensure they conduct themselves in all exams according to the JCQ regulations.

2.2 Exams Manager

Manages the administration of public and internal examinations:

- Advises the Senior Leadership Team, Heads/Deputy Heads of Department, Subject Tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;

- Ensures that candidates are informed of and understand those aspects of the examination timetable that will affect them;
- Consults with teaching staff to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines;
- Provides and confirms detailed data on estimated entries;
- Maintains systems and processes to support the timely entry of candidates for their exams;
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines;
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- Identifies and manages examination timetable clashes;
- Accounts for income and expenditure relating to all examination costs/charges;
- Organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- Prepares and presents a report to the Senior Leadership Group covering examination issues, good practice and examination statistics (access arrangements, incidents, special consideration, timetable clashes etc.);
- Ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework/controlled assessments;
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Senior Leadership Group, any appeals/re-mark requests.
- Reviews this policy and procedure annually

2.3 Heads/Deputy Heads of Department/Subject Tutors or Assessors

- Providing guidance to candidates who are unsure about examination entries or amendments to entries or queries relating to post-result services.
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and **adherence to deadlines** as set by the Examinations and Compliance Manager
- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or Examinations and Compliance Manager.

2.4 Additional Learning Support

- The ALS Specialist Assessor will assist in identification and assessing of candidates' requirements for access arrangements/reasonable adjustments and notifying the Exams Manager in good time so that they are able to put in place arrangements.
- Provision of additional support as approved and appropriate — for example support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- The ALS team will work with the Examinations and Compliance Manager to provide the access arrangements required by candidates in exams rooms.

2.5 Invigilators

- Assist the Examinations and Compliance Manager in the efficient running of exams according to JCQ regulations.
- Collection of examination papers and other material from the Examinations Office before the start of the examination.
- Completion and signing of attendance registers before the examination starts.
- Notifying the Examinations and Compliance Manager of any absent candidates as soon as possible taking account of time permitted to allow late comers.
- Displaying clearly the start and end times for the examination.
- Completion and signing a seating plan.
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office.

3 Policy/Procedure

Exam registrations & entries will be processed within 48 hours enrolment on ProSolution.

3.1 AQA GCSE

- For exam entries for the June series the Exams team will enter students according to enrolments for the papers they require to take by the deadline on the Exams Timetable published on the College website. The entries will be processed by Exams Team and submitted to the Awarding Organisations by their published deadline.

3.2 Edexcel Qualifications (BTEC)

- The Exams Team will submit BTEC registrations automatically after the 42 day funding qualifying period to the Awarding Organisation by the 1st November deadline.
- Edexcel examinations for the BTEC courses will run in accordance with both the rules set by JCQ and Pearson. Suitable accommodation will be provided and every opportunity to sit the exams will be made clear to teaching staff.

3.3 City & Guilds

- The Exams Team will submit registrations automatically after the 42 day funding qualification period to the awarding organisation. For those qualifications requiring dated tests tutors will use the electronic change request facility in ProSolution Web 2 weeks prior to the 1st of the month preceding the month of the test, i.e. for a test in March should be with Exams 2 weeks prior to the 1st February.

- On Line Tests (e-volve)
  e-volve tests can be booked via the exam change request facility within ProSolution Web throughout the year. Two weeks' notice is required for a test; Curriculum areas will be expected to provide their own testing rooms. Normal Examination rules apply to these tests. MIS exams staff will send confirmation of the test booking and any additional requirements to the member of staff named on the entry.

3.4 OCR

Modular Awards
Exams Team will automatically register learners after the 42 day funding qualifying period.

3.5 Cambridge (UCLES)/ ESOL

UCLES (Cambridge) ESOL

- Tutors will use the electronic exam change request facility within ProSolution Web. Examination dates are set by tutors in conjunction with Exams staff, entries will then be made by tutors at least 6 weeks before the exam date, these entries will then be made by the Exams Office 5 weeks prior to the exam date.

3.6 Edexcel (Functional Skills)

- Exams Team will publish dates for test windows being offered.

- Entries can be made via the electronic change request facility via ProSolution Web.

- For learners wishing to re sit tests in November Two weeks' notice is required for online tests, Entries can be made via the electronic change request via ProSolution Web. MIS Exams will provide their own testing rooms & invigilators.

- Exams Team staff will provide the staff named on the booking form with confirmation of the booking, logins & the attendance register.

3.7 IMI

- When conducting online exams, rule stating space between students will be put in place in accordance with both JCQ and IMI ruling. Every other computer will be used to ensure this. If this is not possible, privacy screen will be used.
- Invigilation will be conducted by external invigilators. When this is not possible, a member of staff not related to the course will be organised
- Drop in observation will be in practice ensuring the quality and fairness of invigilation. These will be done regularly throughout the academic year.

3.8 Other Boards

- Registrations will be made automatically following the 42 day funding qualifying period and any external assessments will be run in accordance with both the rules set by the Awarding Organisation and JCQ

3.9 Examination Withdrawal

Exams Team staff will publish the deadline dates for withdrawal of students from GCSE examinations on the exams calendar published on the college website.The Exams team will process withdrawals according to changes to students enrolments on ProSolution.

Exams Team will withdraw BTEC learners by the deadline date each year.

3.10 Absence from Examinations

Students requiring special consideration when absent from an examination must have supporting evidence.

3.11 Procedure for the Request of Re-marks/Enquiry After Results (EAR)

Each of the Awarding Organisations has their own appeals procedure following the issue of

results.

If a student wishes to request a re-mark of their examination script then they are entitled to do so. The relevant Awarding Organisation will have a process & fee structure in place for this service. The Exams Team has details of the procedures for each board so reference will need to be made to them in each case. Awarding Organisations have strict deadlines for re-marking so the Exams Team should be contacted immediately after publication of results.

A payment to the Awarding Organisation fee must accompany any request made by an individual student.

All students who request papers to be remarked must sign a consent form prior to submission to the Awarding Organisation. Re-marks can result in grades going down as well as up & students must be made aware of this.

Exam Team staff will complete the relevant paperwork for the Awarding Organisation.

The re-mark result can take up to 30 days. The result will be sent to the Exams Staff who will then write to the student to advise the outcome, the mark can increase as well as decrease.

The Awarding Organisation will refund fees if the results are upgraded. The college will then refund the student.

A student has the right to appeal against the outcome of the re-mark. This must be done within 14 days via the Exams Team. It would be appropriate for the student to discuss this with the Programme Leader.

3.12   Appeals Procedure

Students have the right to appeal against marks or assessment decisions made internally. Please refer to the Academic Appeals Procedure.

3.13   Procedure for candidates requesting Access Arrangements, Reasonable Adjustments and Special Consideration

- Please refer to the Access Arrangements, Reasonable Adjustments and Special Consideration Procedures.

- Any student requiring access arrangements for examinations should be registered with Additional Learning Support in order that their requirements are assessed.

- The Learning Support Specialist Assessors or Manager will inform Exams Team staff of those students requiring access arrangements & the specific requirements of those students via the relevant form.

- Candidates with approved access arrangements will be taken into account when planning & organising the examinations.

3.14 External Candidates

External Candidates are accepted only if we are running required exams at a fee of £50 per paper/unit in addition to the entry fee of the Awarding Organisation.

4 Implementation

Examination Organisation

Student success is dependent on examinations or other assessment processes; the college must therefore ensure that all processes are robust & secure.

4.1 Safe Custody of Examination Papers & Other Examination Material

- All examination material must be examined on receipt & the relevant awarding body notified if there are any discrepancies or other cause for concern, e.g. damage or evidence of breached security.

- Examination papers must be locked in the secure cupboard. Papers should be kept according to the awarding bodies instructions. Papers should only be released by MIS exams staff to official invigilators & should be taken directly to the exam room.

4.2 Exam Accommodation

- All efforts will be made to ensure examination rooms have adequate heating, lighting, and ventilation and do not suffer from high levels of outside noise.

- No material will be displayed that may advantage candidates.

- A clock will always be visible to each candidate in the room.

- A board displaying the examination code and/or title and the start & finish times will be visible to all candidates.

- Candidates will be seated 1.25m apart & all facing the same direction to avoid candidates' work being overlooked.

- Examination desks will be of a sufficient size to accommodate question papers & other required resources.

4.3 Invigilation

- The Exams Team Leader/Manager will ensure that suitably qualified & experienced adults carry out invigilation. All invigilators will have a current CRB check & must not be the relative of any candidate.

- The invigilator is the person in the exam room responsible for the conduct of the examination; they must give their whole attention to the proper conduct of the examination. Invigilators should not perform any additional task or talk to each other except in relation to the examination in progress.

- There must be one invigilator per 30 students for paper based examinations, one invigilator for 20 students for online tests, each candidate must be able to be observed by the invigilator at all times.

- When only one invigilator is present he/she must be able to summon assistance easily, without leaving the room or disturbing the candidates.

- Invigilation instructions and any specific regulations relating to the examination in progress must be available to the invigilators prior to the examination.

- Examination rules cannot be exhaustive and cover every eventuality. If a situation arises that is not covered by the rules, or the rules cannot be wholly applied, invigilators should use their discretion whilst ensuring no candidate is disadvantaged. Any irregular occurrences or decisions should be noted on the relevant invigilation form.

- Invigilators must ensure that all examination scripts & unused papers are collected at the end of the examination. Completed scripts should not be left unattended.

4.4 Conduct of Candidates during an Examination

4.4.1 General

- Invigilation is essential to ensure the proper conduct of examinations. Therefore:

- Candidates must observe all instructions given by an invigilator

- Candidates who wish to attract the attention of an invigilator should remain seated & raise a hand.

- Students will be identified via the seating plan, register and student cards

4.4.2 Entering & Leaving Examination Rooms

- Candidates may be admitted to the examination room not more than 15 minutes before the start of the examination.

- Candidates will be admitted to the examination room up to 30 minutes after the start of the examination, candidates arriving after this time may be allowed to enter the room and sit the examination but should be aware that the awarding body may not accept their script.

- No candidates will be allowed to enter the room after the start of the examination if another candidate has left the room for any reason.

- An invigilator must accompany candidates leaving the room temporarily.

- Candidates undertaking JCQ examinations must remain in the examination room for one hour after the start time or the duration of the examination if shorter. For other examinations the minimum time in the examination room is 30 minutes.

5 Associate Documents (Linked policies etc)

- JCQ Regulations and Guidelines
- Awarding Organisation Regulations/Exams Information Manuals and Guidelines
- Access Arrangements, Reasonable Adjustment and Special Considerations Procedures
- Registration and Certification Procedures

6. Equality Impact Assessment

Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy thenjustifies why this is a proportionate means of achieving a legitimate aim.

7. Data Retention Statement

Wiltshire College & University Centre is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

8. Policy Review and Ownership

This policy and procedure is owned by the Examinations and Compliance Manager, Head of LSDS, and LSDS Specialist Assessor, and the Quality Manager. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness.

9. Amendments Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	28/08/2019	Approved by SMT	
V1.1	04/03/2022	Reviewed – Additional information added: • Wiltshire College will endeavor to ensure that all examinations activity is free of bias, offers all candidates equality of... • The ALS Specialist Assessor will assist in identification and assessing of candidates' requirements for access. • Exams Team staff will publish the deadline dates for withdrawal of students from GCSE examinations on the exams calendar published...	Adam Bushell
V1.2	14/07/2022	Amended job titles	Adam Bushell