



EXAMS POLICY

Effective for all students and staff

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1. Introduction and Purpose

1.1 Introduction

This document sets out the roles, responsibilities and processes for running exams within the College.

1.2 Purpose

The purpose of this Exams Policy is to ensure the planning and management of exams is conducted efficiently with clear guidelines for staff and students. It is also to ensure exams are run in accordance with Joint Council Qualifications and awarding organisation regulations.

2. Policy Statement

The effective running of exams is essential to the success of the College. This policy promotes the high levels of professionalism expected at BTC

3. Scope

This policy is relevant to all staff and students involved in the management, organisation, running and sitting of exams and assessments.

4. Exam Responsibilities

4.1 Head of Centre:

- has overall responsibility for the College as an exam centre and advises on appeals and re- marks
- is responsible for reporting all suspicions or actual incidents of malpractice using the JCQ guidance document 'Suspected Malpractice in Examinations and Assessments' for reference

4.2 Examinations Officer:

- manages the administration of public and internal exams
- advises relevant staff on registration, exam entry and claiming procedures in line with awarding organisation requirements
- communicates regularly with staff concerning imminent deadlines and events
- communicates with students regarding entries, exam dates and awarding organisation regulations
- liaises with staff to ensure that coursework is completed on time and in accordance with JCQ guidelines
- provides data on estimated entries to exam boards

- receives, checks and stores securely all exam papers and ensures the timely dispatch of completed scripts
- ensures appropriate access arrangements are in place and applies for special consideration using the JCQ guidance document 'Access Arrangements and Reasonable Adjustments'
- identifies and manages exam timetable clashes
- Ensures any staff who invigilate completes annual training to ensure awarding organisation regulations are met.
- line manages the bank of exam invigilators, organising recruitment,
- submits student coursework marks, tracks dispatch of and secure store of returned coursework and any other material required by the appropriate awarding bodies within deadlines
- arranges the distribution of exam results and certificates to students and forwards, in consultation with the Assistant Principals, any appeals or re-mark requests
- maintains systems and processes to support all exams processes and procedures

4.3 Assistant Principals:

- oversee teaching and learning
- manage external validation of courses
- Support Post-Results Procedures
- Oversee the accurate and timely completion of all exam-related documentation

4.4 Curriculum Staff:

- liaise with the ALS team to ensure students are assessed for access arrangements as soon as possible after the start of the course
- set up curriculum information on the College's MIS system a timely way to allow accurate registrations and exam entries to be made
- ensure students are aware of JCQ regulations for exams and assessments
- ensure students have been correctly individually registered and entered for exams using the college system
- liaise with the Exams Team to ensure the prompt and accurate completion of award claims

4.5 ALS Team:

- identifies, assesses and records access arrangements on the College's MIS system

- requests access arrangements using JCQ systems
- liaise with the Exams Team to ensure the correct access arrangements are in place

4.6 Exams Team:

- ensures registrations and exam entries are made in a timely way to comply with awarding organisation requirements
- supports curriculum staff to check the accuracy of student registrations and exam entries
- processes certificate claims accurately and in a timely manner
- dispatches student result notifications and certificates

4.7 Invigilators:

- adhere to the JCQ guidance document 'Instructions for Conducting Examinations' or specific awarding organisation guidance for all exams
- liaise with the Exams Team to resolve any issues with exam papers or the conduct of an exam; immediately if urgent
- Report an issues to the Exams Manager using the proforma provided

4.8 Students:

- check all documentation to ensure the accuracy of registrations and exam entries
- comply with JCQ regulations for all exams
- comply with awarding organisation coursework regulations

5 Qualifications

- The qualifications offered at the College are decided by the APCD, Academic Planning Curriculum Development group.
- The subjects offered for these qualifications in any academic year may be found in the College's course publications.
- Decisions on whether a student should be entered for a particular subject will be taken in consultation with the student, ALS Team, subject teachers and Heads of Department.

6 Exam Series and Timetables

- Both internal and external exams and assessments are scheduled throughout the academic year.

- The Head of Centre, Vice Principal and Assistant Principal decide which exam series are used in the College.
- Requests for on-demand exams and assessments must be made at least 10 working days prior to the exam/assessment date.

7 Entries, Entry Details and Late Entries

- Students are entered for exams by subject teachers/tutors.
- Except under exceptional circumstances, the College does not accept entries from external candidates.
- Except under exceptional circumstances, the College does not act as an exam centre for other organisations.
- Observe each Awarding Organisations terms and conditions for the entry of withdrawal of examination or assessments
- Internal entry deadlines are communicated to Assistant Principals to ensure the College complies with awarding organisation deadlines
- Late entries are requested by and authorised by Head of Centre or Head of Department.
- Re-sit decisions will be made in consultation with the student, subject teachers/tutor and Head of Department.

8 Exam fees

- Exam fees are set and charged in line with the College's Fees Policy.

9 The Equality Act 2010

- All College staff must ensure that they meet the disability provisions under The Equality Act 2010
- The Equality Act 2010 includes measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- A person has a disability for the purposes of the Equality Act 2010 if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- Responsibility for meeting the requirements of the Equality Act 2010 is jointly held by the Head of Centre, Examinations Officer and Head of ALS.

10 Access Arrangements

- The ALS team will liaise with subject teachers/tutors of students with special educational needs to ensure the appropriate arrangements are in place both during the course and for assessments or exams. These arrangements must be the learners' normal way of working.
- Access arrangements are determined by a doctor, teacher and/or educational psychologist/specialist teacher and must be the student's normal way of working.
- Other Access Arrangements are authorised by the panel. A tutor must submit an application to the panel no later than 30 days before the examination.
- Facilitating access arrangements for students to take exams/assessments is the responsibility of both the ALS team and Examinations Officer. Curriculum staff must inform the Examinations Officer when assessments are due to take place so the appropriate arrangements can be put in place.
- Submitting completed access arrangement applications to awarding bodies is the responsibility of the ALS team.
- Rooming for access arrangement students will be made by the Exams Team.
- Invigilation and support for access arrangement students will be organised by the Exams Team with guidance from the ALS Team.

11 Contingency Planning

- Contingency planning for exams administration is the responsibility of the Examinations Officer. Please refer to the College's 'Examinations Contingency Plan' for information.

12 Managing Invigilators

- As well as the College's bank of invigilation staff, all staff are used to invigilate exams.
- Recruitment of invigilators is the responsibility of the Head of Information and Funding, Examinations Manager and SQS.
- Securing the necessary Disclosing and Barring Service (DBS) clearance for new invigilators is the responsibility of SQS.
- DBS fees for securing such clearance are paid by the SQS budget.
- All staff are trained, timetabled and briefed by the Examinations Manager.
- Rates of pay are set by the Principal and Chief Executive.

13 Malpractice

- The Head of Centre, Head of Information and Funding and Examinations Manager are responsible for investigating suspected malpractice.

14 Exam Days

- The Examinations Team will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.
- The College Support Team are responsible for setting up the allocated rooms.
- Invigilators will run all exams in accordance with JCQ regulations or as specified by the awarding organisation.

15 Students

- Students must comply with all JCQ and awarding organisation regulations.
- 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 and awarding organisation regulations.
- Other than in exceptional circumstances students are expected to stay for the published duration of the exam.
- Students may only leave the exam room during the exam for a genuine purpose and are required to be accompanied by a member of staff and must return as soon as possible.
- The Exams Team and curriculum staff are responsible for handling late or absent students on exam day.
- Where there is an exam clash, the Examinations Officer is responsible for ensuring the accommodation and supervision of the student.
- Should a student be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the student's responsibility to make the College, Examinations Team or the Invigilator aware of the issue so a special consideration request can be made.
- The student must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from the student's doctor.
- The Examinations Team will forward special consideration requests to the relevant awarding organisation within the awarding organisation's guidelines.
- Head of Centre or nominee authorises any special consideration applications

16 Internal Assessments and Appeals

16.1 Internal assessment

- It is the responsibility of the Head of Department/Course Leader to ensure that all internal assessments are ready for dispatch within awarding organisation deadlines. The Examinations Officer will be responsible of maintaining records of receipt of work and dispatch.

16.2 Marks and appeals

- Marks for all internally assessed work are provided to the Exams Team by curriculum staff.
- Appeals against internal assessment marks must be made within awarding organisation deadlines.

16.3 Appeals against internal assessments

- The process for managing appeals against internal assessments is detailed in a separate Academic Appeals policy and Procedure, available from the Quality Team.

17 Results – Academic and Vocational

17.1 Results, enquiries about results (EARs) and access to scripts (ATS)

- Students will have access to individual result slips on results days either in person at the centre or via Proportal
- Arrangements for the College to be open on results days are made by the Assistant Principal.
- The provision of staff on results days is the responsibility of the Assistant Principal.
- Senior Members of staff will be available directly after results published.

17.2 Enquiry About Results (EARs)

- EARs may be requested by curriculum staff or the student if there are reasonable grounds for believing there has been an error in marking. The student's consent and payment (where due) is required before any EAR is requested.

17.3 Access To Scripts (ATS)

- After the release of results, students may ask curriculum staff to request the return of papers within three days' scrutiny of the results. Payment will be required for this service.
- Curriculum staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of the student must be obtained.
- GCE/GCSE re-marks cannot be applied for once an original script has been returned.

18 Certificates

- Certificates are collected in person or posted to a student's home address in accordance with awarding organisation procedures.
- Certificates cannot be collected on behalf of a student by third parties, unless they are a close relative with written consent to do so.
- The College retains uncollected and returned certificates for three years. After this period, certificates are disposed of as confidential waste

19 Review

- It is the responsibility of everyone involved in the College's exam processes to read, understand and implement this policy.
- The Exams Policy will be reviewed annually by the Head of information and Funding.