



Lambeth College

EXAMS POLICY

2021 – 2022

Originator	Exams Manager
Date of Approval	December 2021
Approval Review	CLG
Date of Next Review	August 2022
File location	College Staff Intranet/Website

The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of all learners, staff and stakeholders; to maintain a coherent approach to assessment across all schools, and to comply fully with the Joint Council for Qualifications and Awarding Bodies' regulations.

This policy will be reviewed annually to ensure ways of working in the college are accurately reflected and that exams and assessments are conducted to current JCQ (and Awarding Body) regulations, instructions and guidance.

The Examinations Manager is responsible for the annual review and any required update of this policy.

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

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

1. Exam Responsibilities

The Head of Centre / Principal:

- Has overall responsibility for the school/college as an exams centre and advises on appeals and remarks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Manager / Exams Officers:

- Manages the administration of both internal and external exams.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution, to all Centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- 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.
- Identifies and manage exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exams invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.

- 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 exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Ensuring with the Quality Team that qualifications course file is accurate and up to date
- Ensuring students have been enrolled correctly to their courses.

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

ALS Team are responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officers in good time so that they are able to put in place exam day arrangements.
- Referring in a timely manner student that may require ALS and Exam Access Arrangements.
- Process any necessary applications in order to gain approval (if required).
- Working with the Exams Officers to provide the access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the Exams Officers in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams Office.

Learners are responsible for:

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

2. Qualifications offered

The qualifications offered at this centre are decided by the Head of Faculties and the Deputy Principal, they are published in the Business Plan.

The types of qualifications offered are:

- GCSEs in Maths and English
- ESOL Skills for Life
- Employability Skills
- L1, L2 and L3 Vocational Subjects (Awards, Certificates and Diplomas)
- Functional Skills (Entry Level – Level 2)
- BTEC RQF and NVQs in Vocational Subjects
- Access to HE courses
- Distance Learning

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus/website. During Business Planning each year, the Curriculum team will inform the MIS/Exams team of any new provision proposed for the next academic year.

The Quality team are responsible for ensuring that any necessary Qualification Approval applications are made for new provisions.

3. Exams Timetable

External exams and assessments are scheduled mostly in December - January, March - April and May – June.

Internal exams are held under external exam conditions, mostly carried out by the Curriculum Staff with the assistance of Invigilators

Functional Skills English and Maths exams are offered on an on-demand basis. The scheduled windows are set by the Head of Faculty and Exams.

The Exams Timetable is stored on the College SharePoint.

4. Exam Registrations and Entries

In September the Exams Manager carries out a Learning Aim check exercise, whereby we ensure that all enrolments are linked to the correct learning aim, as per what they are delivering, i.e. curriculum is delivering BTEC Extended Diploma in Health & Social Care but the learning aim is for BTEC National Extended Diploma in Health & Social Care.

This is picked up at the Curriculum planning stage, however the Exams team will do a second check in September before the registrations take place.

The College does not accept entries from private candidates.

Awarding Body registration deadlines are circulated to the Heads of Faculty and Curriculum Managers via email in September. The Curriculum team are also asked to submit their Exams schedules for both internal and external exams. This helps in making BTEC external assessment entries for January.

The Curriculum team are responsible for ensuring any learners that need to be withdrawn are done so before the registration deadlines, this is mostly done via the Census checking exercise provided by the MIS team. This also ties in with the 42-day funding rule. Based on the results of this checking exercise, any learners who are no longer on programme are automatically withdrawn on the system. This aids the exams registration process as this will ensure only current/live learners are registered with the exam boards.

Following on from the above, the Exams team will register all 'Current' learners on the system with the Awarding Body, approx. 6 weeks after the learners have enrolled on the course (excluding GCSE learners).

A confirmation email is sent to the Faculty areas confirming registrations have been processed, this is also usually populated against the class lists for staff to view learner registrations ensuring these are correct and report any anomalies (if any) to the Exams team.

We will be putting in place in the future whereby once learners are registered, confirmation of registrations is sent to Heads of Faculties/Curriculum Managers to confirm, sign and return to the Exams Office.

GCSE learners will be entered in January. Tutors are provided with a full list of current learners; they indicate the tier they need to be entered for. Once entries have been submitted and processed by the Awarding Body, the Exams Team will send Statement of Entries to the English and Maths department to distribute to learners.

Entries and amendments made after the deadline (i.e. late) require the authorisation, in writing, of the Head of Faculty. The Head of Faculty must inform the Exams Team of any late amendments and entries. The late fees will be charged to the relevant department.

Functional Skills exams take place each month, as per scheduled windows set at the beginning of the academic year. All tutors have to make their entries via the Exam Booking Report, 3 weeks prior to the exam sitting. The entries are then pulled off and submitted by the Exams Team.

Confirmation of booking stating days/times and rooms will be sent to the English and Maths department to circulate to all teachers and students.

5. Access Arrangements

The ALS team will inform the Exams Team of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the ALS Team. They will complete a Form 8 assessment with the learner and gather all necessary evidence to support the arrangement. This is submitted to the Exams Team for processing.

The Exams team will submit completed access arrangement applications to the awarding bodies and seek approval. Once approved the access arrangement will be logged against the learner's record. The access arrangement will be applied to all future exams/assessments.

Applications must be submitted, processed and approved before an exam/assessment. For qualifications which are internally assessed, we do not need to apply to the Awarding Body, however we must make reasonable adjustments that are in line with the Awarding Body's policies.

During all exam sessions, learners receiving extra time will be shown on the seating plan. Any other access arrangement will be listed on the exam pack given to the Invigilator.

Rooming for access arrangement candidates will be arranged by the Exams Team.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the ALS Team.

6. Invigilation

A Pool of Invigilators are directed employed by the College. All appointed Invigilators receive training by the Exams Manager in ensuring the security of the exam before, during and after, preventing possible malpractice and administrative failures.

Invigilators must not carry out any non-examination related tasks in the exam room, this also extends to reading the question paper.

For groups of 20 candidates or more, two invigilators are appointed for that session.

7. Preparing for the Examination

Removing question papers from secure storage

In order to avoid breaches of security, two members of staff from the Exams Team **must** check the day, date, time, subject, unit/component and tier of entry, immediately **before** a question paper packet is opened. A 'Second Pair of Eyes Check' form must be completed.

Paper packets can be opened within 90 minutes of the awarding body's published starting time for the exam, if they need to be sorted into different rooms.

If papers do not need to be sorted, then they must **only** be opened in the exam room.

Starting times for examinations

Morning sessions start at 9:00am/9:30am, afternoon sessions start at 1:30pm/2:00pm.

The examination room

Display materials (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates **must not** be visible in the examination room. Invigilators to check all signs/notices when setting up the room.

A digital clock must be visible to all candidates in the exam room.

The JCQ Warning to Candidates poster and JCQ Mobile Phone poster must be displayed outside the exam room.

A whiteboard with centre number, subject title, actual start and finish times and date must be visible to all candidates.

Seating plan will be prepared by the Exams team and given to the Invigilators. Learners must be seated 1.25 metres apart. Any learners with access arrangements will be identified on the seating plans.

8. Beginning of the Examination

Identifying candidates

All candidates must be wearing their ID badges. Invigilators must be informed of those candidates with access arrangements – this will be identified on the seating plan.

Question papers, stationery and other equipment

Invigilators must always check the day, date, time, subject and unit immediately before a question paper packet is opened. Question Papers must never be left unattended.

The official examination stationery, e.g. answer booklets, additional answer sheets must be issued to candidates. **No other stationery including paper for rough work must be provided.**

All bags, coats and jackets will be left at the back of the main hall, any pencil cases must be transparent. Water bottles will have labels removed prior to entering the exam hall. Mobile phones must be switched off and left in bags at the back of the hall.

Prior to the exam starting, the Invigilator must ensure that candidates have removed their wrist watches and placed them on their desks.

Starting the exam

Learners are under formal exam conditions from the moment they enter the room. Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the exam room.

Invigilators must always make sure that candidates are in their correct seats, according to the seating plan.

Learners must be asked to check that they have been given the correct question paper for the day, date, time, subject and unit.

Learners must read the instructions on the front of the question paper, check they have all the materials needed for the exam.

As part of the Invigilators announcements, Invigilators must instruct learners about the College's Emergency Evacuation procedures.

9. During the Examination

Supervising candidates

Invigilators must supervise the candidates throughout the whole time the examination is in progress. They must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example may be feeling unwell or require a toilet break.

Invigilators are required to move around quietly and at frequent intervals.

Candidates who arrive late

A candidate who arrives after the start of the exam will be allowed in for the first 10 minutes for FS exams. For GCSE exam candidates who arrive up to 30 minutes late will be allowed into the overspill room to avoid disruption to the main hall.

As per JCQ regulations, there is no requirement to complete any paperwork for these candidates, as long as they arrive within 30 minutes.

Any candidates arriving late must be given the full allocated time allowed for the exam.

Completing Attendance Registers

The Invigilator must accurately complete the attendance register immediately after the first 30 minutes of the exam starting, as no further late candidates will be allowed into the room after this point.

Leaving the exam room

Candidates must not be allowed to leave the exam room, if they finish early. All candidates must remain in the hall for the full duration of the exam.

Candidates wanting to use the toilet during the exam must raise their hand and an Invigilator will accompany/escort them out of the room.

At the end of the exam, all candidates must remain seated until all exam papers have been collected by the Invigilators. Candidates will be dismissed a row at a time.

10. Malpractice

The code of practice and regulations under which examinations and controlled assessments operate should follow the JCQ policies and procedures for Suspected Malpractice in Examinations and Assessments, alongside appropriate subject specifications.

The College will define malpractice in the context of examinations and assessments as described by JCQ instructions.

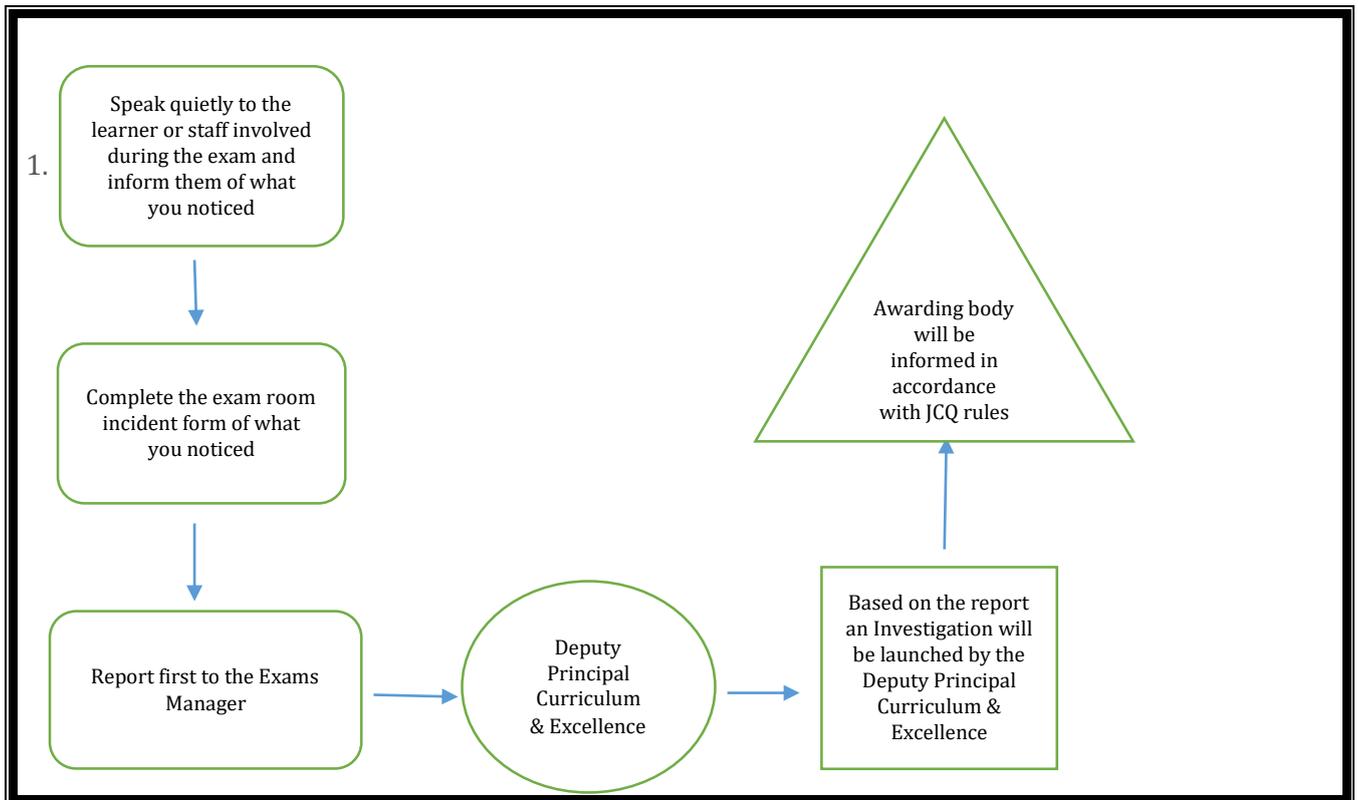
The rights and responsibilities of Awarding Bodies, centre staff and candidates will follow JCQ and subject specification guidelines in the case of suspected malpractice.

Where irregularities are identified by a subject teacher during the completion or during the moderation of controlled assessments, this should be discussed immediately with the learner. The reasons why malpractice has taken place should be explained and a directive for re- submission of new coursework should be made with the learner.

The subject teachers should inform the Head of School and Examinations Manager throughout this procedure. Any other official controlled assessment will be reviewed for malpractice within the area. If concerns cannot be resolved the subject teachers should seek advice from the Vice Principal - Quality. If irregularities are identified a review of the learners work will be rejected on the grounds of malpractice.

The Examinations Manager: provides an exam room incident log in all exam rooms for recording any incidents or irregularities and actions any required follow-up, and ensures any cases of suspected malpractice (by college staff, candidates, and invigilators) are investigated and reported to the Awarding Body as required.

If you believe you have witnessed malpractice in exams and assessments



11. Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the tutor or the Exams team.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

12. Internal Assessments

It is the duty of heads of department to ensure that all internal assessment are ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed are provided to the exams office by the Curriculum Manager. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

13. Certificates/Achievements

For short courses tutors are expected to submit grades after the planned end date of the course. For long courses, at the end of the academic year tutors will ensure all grades are recorded in Pro Monitor. These results will be verified by the Head of Faculty and signed off before submission to the Exams team.

Currently all grades are submitted to Exams in hard copy format. However, we are in the process of implementing a new process:

- Tutors input grades into Pro Monitor Mark Book.
- Heads of Faculties will verify the results and sign them off electronically.
- Results will get locked so that no further changes can be made.
- Exams will receive notification of results submitted.
- Results exported into Unit-e Exams Manager from Mark Book.
- EDI file generated and submitted to Pearson/City & Guilds via A2C.
- Once results have been processed by the Awarding Body they will get imported back into Unit-e Exams Manager and ILR is updated.

Until the electronic sign off above comes into effect, the Heads of Faculties will bring hard copies of the signed trackers to Exams to process. Copies of trackers will be kept for a year for auditing purposes.

Certificates are presented in person to learners on a certificate collection day at Clapham.

Learners may arrange for certificates to be collected on their behalf by providing the Examinations Officers with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

The college retains certificates for one year.

The Examinations Manager keep records as required by JCQ and Awarding Bodies for the required period, keep records as required by the college's records management policy, archive examinations information held, retention period and method of disposal in accordance with the college's records management policy.