

Exam Policy and Contingency Plan

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POLICY STATEMENT

This policy has been written to ensure examinations are conducted appropriately within the JCQ regulations and that a consistent and effective approach in the event of major disruption to the examination system is maintained. The objectives are:

to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates

to ensure the operation of an efficient exam system with clear guidelines for all relevant staff

to ensure a consistent and effective response in the event of major disruption to the examination.9 (e ex)8.8 ((

- Processes access arrangements and assists the ALSCO in administering those that are granted.
- Makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and '*Guidance relating to candidates who are eligible for adjustments in examinations*'
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges.
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Exam Fees

- Normal registration and exam fees are paid by the college.
- The college reserves the right not to enter candidates for exams due to poor attendance or other relevant reason.
- Fees for examinations for university entrance are paid by the learner. Learners who experience financial difficulty in paying exam fees should contact the Head of School in the first instance.
- Late entry or amendment fees are paid by either the learner or the department depending on whoever is responsible for the need to make a change.
- Re-sit fees are paid by the candidates except in exceptional circumstances.

Equality Legislation

- Learners may require alternative examination arrangements for equality reasons as defined by the Equality Act 2010. These include:
 - Learners with a specific learning difficulty, physical disability, mental health or other medical condition that is likely to affect performance in an examination.
 - Learners with a temporary condition or illness which may be of a short duration e.g. a sprained wrist of the writing hand, or it may last for much or all of the learner's course e.g. upper limb disorder, pregnant/breastfeeding.
 - Any learner from a particular religious background that may find there is a clash between a religious festival and an exam date and they may wish to explore whether it is possible to have adjustments made.

Access Arrangement

- Exam access arrangements allow learners who are unable to sit formal examinations under usual exam conditions as a result of a disability or other conditions, to have the same opportunities through differing ways to demonstrate their skills and abilities, as other learners. This is by minimising the impact of the learner's disability or other conditions on performance in assessment through adjustments to the exam arrangements, to enable learners to demonstrate their knowledge and competence without changing the demands or validity of the assessment. An access arrangement which meets the needs of a learner with disabilities constitutes a 'reasonable adjustment'.
- The Equality Act 2010 requires that reasonable adjustments are applied to reduce or remove the effects of a 'substantial disadvantage' for learners with disabilities' in an assessment.
- An adjustment may not be deemed reasonable if it involves unreasonable costs, timeframes or affects the integrity (any adjustment or provision should not give a disabled learner an unfair advantage) or security of the assessment.
- Learners are encouraged to disclose their disability during application, enrolment and at any on-going point during the course.
- On disclosure learners are referred to the cross-college Learning Support team who will submit the necessary paperwork to the exams office for learners with special educational needs who are embarking on a course leading to an exam. The Exams office can then inform invigilators of special arrangements that individual candidates may be granted in the exam.
- Making special arrangements and submitting completed access arrangement applications to the awarding bodies is the responsibility of the exam's office.
- The exams office will attempt to meet the need of all candidates with manageable medical conditions.
- For more guidance please see refer to the JCQ access arrangements document. [Access Arrangements, Reasonable Adjustments and Special Consideration](#)

Managing invigilators and exam days

- External and Internal invigilators will be used for the majority of exams.
- The recruitment of invigilators is the responsibility of the Head of Information Services.
- New external invigilators are responsible for securing the necessary DBS clearance. DBS paperwork must be submitted to the HR department.
- DBS fees for securing such clearance are paid by the invigilator.
- Invigilators are trained, timetabled and briefed by the exams office.
- The number of invigilators allocated to each examination will be decided by the Examinations Office.
- The Head Information Services, together with exams office staff will allocate all exam rooms after liaison with other users.
- The exam officers will ensure the question papers, other exam stationary and materials are available for invigilators.
- The examinations office and caretaking staff are responsible for setting up allocated rooms.
- The Invigilators will conduct all exams in accordance with JCQ guidelines and other specific awarding organisation regulations where applicable.
- Only senior members of the teaching staff may be present at the start of the exam to note learner absences, identify candidates and instil discipline but they must not look at the exam paper or offer any advice to candidates.
- Question papers must not be read by subject teachers or removed from the exam room. Papers may only be collected by teaching staff from the exams office 24 hours after the timetabled exam.

Exam Contingency Plan

- The priority when implementing contingencies will be to maintain three principles:
- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, AS levels, A-levels.

Disruption of teaching time – centre is closed for an extended period


- Where there is disruption to teaching time and learners miss teaching and learning, the college will ensure learners are prepared, as usual, for examinations.
- In the case of modular courses, the college may advise learners to sit examinations in the next available series.
- The college will have plans in place to facilitate alternative methods of learning.
- Alternative accommodation options would be explored such as moving provision to other college campuses or an external location such as leisure centres, conference centres, local schools etc
- Appropriate transport arrangements would be put in place.
- In such instances, details would be communicated to college staff and learners via the College's website, text messaging facilities, email and social media platforms.

Learners unable to take examinations because of a crisis - college remains open

- In the event of learners being unable to attend the college to take examinations as normal, the college will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- Exam staff would complete the Alternative Site documentation and submit to relevant awarding body if appropriate.

- The college will offer candidates an opportunity to sit any examinations missed at the next available series
- The college will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

College unable to open as normal during the examination period

- If the college is unable to open as normal for examinations, exam staff will inform each awarding body with which examinations are due to be taken as soon as is possible. Alternative Site documentation completed and submitted to the Awarding Organisations as appropriate.
- As part of general planning for emergencies, the college will cover the impact on examinations.
- The **Principal** 

Exam officer extended absence at key points in the exam process (cycle)

- The Exams Team is structured with an Examination Coordinator and an Exam Officer team at each campus. The team is overseen by the Head of Information Services.
- In a period of extended absence, the EC would take responsibility for carrying out the duties of the EO and would work in consultation with the HoIS. Appropriate back-filling of

Candidates and Clash Candidates

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- Keeping a record of what has been sent, when and to whom is the responsibility of the exams office.

ATS (Access to scripts)

- After the release of results for general qualifications, candidates may request the return of their script. There will be a charge for this service.
- College staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Certificates

- Certificates may be collected from the Exams Office if previously arranged.
- Certificates may be collected on behalf of a candidate by a third party, provided they have

GLOSSARY OF TERMS

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