



Exams Policy

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The UTC's Exam Policy

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 everyone involved in the centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Exams Officer, in conjunction with the Vice Principal and Head of Centre.

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

Exam responsibilities:

The Principal is responsible for:

- being the designated 'Head of Centre'
- the overall operation of the UTC as an exams centre and advising on appeals and re-mark requests.
- reporting all suspected or actual incidents of malpractice in accordance with the JCQ document 'Suspected malpractice in examinations and assessments'.

The Exams Officer¹ is responsible for:

- managing the administration of internal exams and external exams.
- advising the Senior Leadership Team, subject teachers and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- overseeing the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved.
- ensuring that candidates and their parents are informed of, and understand those aspects of the exam timetable that will affect them.
- checking with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- collating, providing and confirming detailed data on estimated entries to relevant awarding bodies.
- maintaining systems and processes to support the timely entry of candidates for their exams.
- receiving, checking and storing securely all exam papers and completed scripts and ensuring that scripts are dispatched as per the guidelines.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams.

- administering access arrangements and making applications for special consideration following the regulations in the JCQ publications 'Access arrangements and reasonable adjustments' and 'A guide to the special consideration process'.
- identifying and managing exam timetable clashes.
- accounting for income and expenditures relating to all exam costs/charges.
- line managing the exam invigilation team including recruitment, training, and monitoring.
- ensuring candidates' coursework / controlled assessment marks are submitted, along with any other material required by the appropriate awarding bodies, correctly and on schedule.
- tracking, dispatching, and storing returned coursework / controlled assessments.
- arranging for dissemination of exam results and certificates to candidates and dealing with any post results service requests.

Directors of Learning 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 services

Teachers are responsible for:

- supplying correct information on entries, coursework and controlled assessments as required by the appropriate Director/Coordinator of Learning and/or Exams Officer.

The SEND Coordinator is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer by set deadlines, so that they are able to process any necessary applications in order to gain approval from relevant awarding bodies (if required).
- working with the Exams Officer to provide approved access arrangements required by candidates in exams rooms.

Invigilators are responsible² for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams Officer.

Candidates are responsible for:

- checking their individual exam timetable and signing to confirm that the entries are correct
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- following their exam timetable correctly and attending all listed exams
- ensuring they conduct themselves in all exams according to the JCQ regulations.

² A detailed job description for the invigilator is available at request

Qualifications offered:

The qualifications offered at this centre are decided by the Head of Centre.

The types of qualifications offered are GCSE and GCE, BTEC as well as Level 2 and Level 3 vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed prior to the exam course starting.

Informing the Exams Officer of changes to a specification is the responsibility of the appropriate Coordinator of Learning.

Decisions on whether a candidate should be entered for a particular subject will be taken by the appropriate Coordinator of Learning in consultation with the Vice Principal.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in accordance with the UTC's Assessment Calendar.

External exams and assessments are scheduled according to the appropriate examination board's timetable.

Internal exams may be held under external exam conditions, under instruction from the Vice Principal.

The centre offers some assessments on an on-demand basis. On-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Vice Principal.

Exam timetables:

Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins.

Entries, entry details and late entries:

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal from the exams.

The centre accepts entries from private candidates for courses without coursework and/or controlled assessments. Enquiries should be directed to the Exams Officer.

Entry deadlines are circulated to Directors of Learning via email and must be adhered to.

Directors of Learning will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Head of Centre. Late entries that are a result of error rather than

approved strategic decision making will result Coordinator of Learning being held accountable by the Head of Centre..

Re-sit decisions will be made by Directors of Learning in consultation with Vice Principal.

GCSE re-sits/retakes are allowed if in line with exam board regulations.

AS re-sits/retakes are allowed but will be charged to the student prior to entries being made.

A2 re-sits/retakes are allowed but will be charged to the student prior to entries being made.

Exam fees:

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The Exams Officer will publish the deadline for action well in advance for each exams series.

Vocational course entry fees are paid by the centre,

GCSE entry exam fees are paid by the centre.

AS initial entry exam fees are paid by the centre.

A2 initial entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the appropriate faculty.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam and do not provide sufficient medical evidence or evidence of other mitigating circumstances

Re-sits are paid by the centre for the first re-sit.

Equality Legislation:

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

Access arrangements:

The SEND Coordinator will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SEND Coordinator.

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of SEND Coordinator.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

Contingency planning:

Contingency planning for exams administration is the responsibility of the Vice Principal.

Contingency plans are available and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private candidates:

Managing private candidates is the responsibility of the Exams Officer.

Estimated grades:

Subject teachers are responsible for submitting estimated grades to the Exams Officer when requested.

Managing invigilators:

External staff will be used to invigilate examinations.

These invigilators will be used for external exams. They will also be used for some internal exams as directed by the Vice Principal.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Trust HR Team.

DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Head of Centre.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice:

The Head of Centre, in consultation with the Vice Principal and Exams Officer is responsible for investigating suspected malpractice.

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 for the invigilator.

Site Team is responsible for setting up the allocated rooms, and will be advised of requirements well in advance.

The invigilators, or where possible, Vice Principal, will start and finish exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates only if requested by the Exams Officer. Any staff present must be in accordance with the rules defined by JCQ.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be made available to faculties in accordance with JCQ's recommendations and no earlier than 24 hours after candidates have completed it.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates:

The Exams Officer will provide written information to candidates in advance of each exam series.

A formal briefing session for candidates may be given by the Vice Principal.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates must ensure that their personal belongings are deposited in the cloak room or an alternative location as specified by the UTC.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Clash candidates:

The Exams Officer will be responsible as necessary for arranging escorts and identifying a secure venue.

Review:

The policy is next due for review on 1st September 2018.

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 centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 4 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of sitting the last exam for the affected subject.

Internal assessment:

It is the duty of Coordinator's of Learning to ensure that all internal assessment is 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 sent.

Marks for all internally assessed work are provided to the Exams Officer by the appropriate subject teacher. The Exams Officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results:

Arrangements for the collection of results are published on the UTC's website.

Enquiries about Results (EAR):

Parents may wish to enquire about individual results, but would need to pay the full fee in advance of the EAR being made. All decisions on whether to make an application for an EAR will be made following dialogue between parents and the UTC and be confirmed by the Principal/Vice Principal. Parents must be aware that an EAR can result in marks going down as well as up.

If a candidate's request for an EAR is not supported by the UTC, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

Should a faculty's Coordinator of Learning wish to enquire about results, this will require the candidate's consent prior to the application being made. Costs relating to EARs requested by Directors of Learning will be met faculties.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

Access to Scripts (ATS):

After the release of results, candidates may ask subject staff to request the return of written exam papers in accordance with the timescales set out by JCQ.

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 an original script has been returned.

The cost of ATS will be paid by the faculty.

Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates:

Arrangements for the collection of certificates are outlined on the UTC's website.