



MYDDELTON COLLEGE

Examination Policy & *Contingency Plan*

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On behalf of Head of Centre

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The policy is next due for review on 1 November 2023

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The purpose of this examinations policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff
- to ensure a consistent and effective response in the event of major disruption to the examination system

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

This examination policy will be reviewed annually.

This examination policy will be reviewed by the Senior Leadership Team, which includes the Head of Centre (Headteacher) and Examinations Officer (Director of Studies).

1. Examination Responsibilities

Head of Centre

Has the overall responsibility for Myddelton College as an examination centre, and must be familiar with the contents of CAIEs and JCQs annually updated publications, in particular:

- CAIE Handbook for UK Centres
- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

The Head of Centre ensures:

- an Examinations Officer is appointed (Head of Centre **MAY NOT** appoint themselves as Examinations Officer).
- the Examinations Officer attends relevant awarding body training events, providing the latest updates on exam processes and procedures.
- the security arrangements within the centre are managed to meet both the CAIE and JCQ Regulations and requirements.
- they hold responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the CAIE Handbook and the JCQ document '*Suspected malpractice in examinations and assessments*'.
- they advise on appeals and re-marks.

Examinations Officer (EO)

Manages the administration of public and internal examinations and assessments.

The EO must be familiar with the contents of CAIEs and JCQs annually updated publications, in particular:

- CAIE Handbook for UK Centres
- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

The EO:

- updates and maintains the Examination Entries/Examination Day Contingency Plan annually in case of emergency
- consults with the Senior Leadership Team, subject and class tutors and other relevant support staff annually on qualifications delivered, updated awarding body information, entry procedures and key dates as set by the JCQ & various awarding bodies
- collates and confirms data on estimated entries with awarding bodies
- oversees the production and distribution to staff 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 and their parents are informed of and understand those aspects of the examination timetable that will affect them
- maintains systems and processes to support the timely entry of candidates for their examinations
- identifies and manages examination timetable clashes

- consults with teaching staff to ensure that necessary coursework/non-examinable assessments are completed on time and in accordance with JCQ guidelines
- tracks despatch of coursework/non-examinable assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- receives, checks and stores securely all examination papers and completed scripts
- works closely with the ALNCO in enabling access arrangements
- organises the logistics of the examination days, rooms, invigilation, appropriate environment.
- line manages invigilators, organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- prepares and presents reports to the SLT showing results achieved in each examination season
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- accounts for income and expenditures relating to all examination costs/charges in conjunction with Finance staff

Senior Leadership Team

- organisation of teaching and learning
- external validation of courses followed at Key Stages 4 & 5
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must be directed to the ALNCo

Heads of Faculty

- provide EO with details of qualifications delivered, unit codes, cash-in codes and examination series to be used
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the EO
- guidance and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries
- involvement in post-results procedures in accordance with deadlines
- accurate electronic input of coursework/non-examinable assessments marks
- ensuring coursework/non-examinable assessments and declaration sheets are available for moderation
- ensuring coursework/non-examinable assessments are prepared and stored sufficiently and are ready for JCQ Inspection
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must be directed to the ALNCo

Teachers

- notification of candidates with possible need of access arrangements to ALNCo (as soon as possible after the start of the course)
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the EO
- submission of coursework/non-examinable assessment marks to HoF/AB secure website by the deadline
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must be directed to the ALNCo

ALNCO

- administration of access arrangements, including making applications and preparing/storing evidence for inspection purposes.
- identification and testing of candidates' requirements for access arrangements according to regulations in CAIE UK Handbook and JCQ Access Arrangements and Reasonable Adjustments.
- provision of additional 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.

Invigilators

- must attend a training/update session annually to keep informed of CAIE and JCQ ICE rules and regulations.
- if non-teaching staff, must sign a declaration sheet stating whether they have invigilated previously and, for all staff, whether they have any current maladministration/malpractice sanctions applied to them.
- collection of examination papers and other material from the examinations office before the start of the examination
- give all their attention to conducting the examination according to the CAIE UK Handbook and JCQ ICE regulations
- collection of all examination papers in the correct order at the end of the examination and their return to the examinations office
- ensuring all secure documents are returned to the EO after the examination

Candidates

- confirmation and signing of entries
- understanding coursework/non-examinable assessment regulations and signing a declaration that authenticates the work as their own
- understanding examination regulations

Administrative staff

- support for the input of data
- initial receipt, logging and storage of secure materials until collected by EO
- posting of examination papers
- assisting with emergency evacuation of examination rooms.

2. Qualifications Offered

The qualifications offered at this centre are decided by the Academic Team (Headteacher, Director of Studies and Director of Learning). Heads of Faculty may request consideration of new and alternative tests and qualifications.

The Qualifications currently offered are GCSE, IGCSE, AS Level and A Level qualifications from JCQ boards and Cambridge Assessment International Education.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

The decision as to whether a candidate is to be presented for examination in any subject will rest with the Academic Team, taking advice from the Heads of Faculty.

3. Examinations Seasons and Timetables

3.1 Examinations Seasons

Internal examinations are scheduled at the discretion of the Heads of Academic (Director of Studies and Director of Learning).

External examinations are scheduled for the November and Summer series of each academic year.

All internal examinations are held under external examinations conditions wherever possible. It should be noted that assessments are not considered to be internal examinations.

The Academic Team makes the decision on which external examinations series will be used based upon entry availability, demand and academic progress of individual candidates.

3.2 Timetables

The examinations officer will circulate the examinations timetables for both external and internal examinations once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their examination entries by the Heads of Faculty. These selections must be approved by a member of the Academic Team before entries are made.

A candidate or parent/carer can request a subject entry, change of level or withdrawal by the relevant deadlines, but all are subject to the approval of the Academic Team who have the final decision on entries.

The centre can accept entries from external candidates, subject to the requirements of the centre and the various awarding bodies being met, including, but not limited to, identification of the candidate and payment of fees.

4.2 Late Entries

Entry deadlines are circulated to Heads of Faculty via Head of Faculty meetings, briefings and/or email.

Late entries can be requested by candidates, parents/carers and Heads of Faculty. They are authorised by any member of the Academic Team.

4.3 Retakes

Candidates are allowed to take an examination as many times as the awarding body permits.

It is expected that candidates and their subject teachers will consult with the Head of Faculty to seek approval for any retakes. Heads of Faculty submit requests for retakes to the EO in accordance with normal entry procedures.

(See also section 5: Examination fees)

5. Examination Fees

All examination fees are paid for by an addition to the candidate's invoice for academic study (internal candidates). Examination fees for external candidates must be paid for in advance of any entry for examination being made. Both of these include any fees for retakes, late entries or amendments following entry submission. (See also section 4.3: Retakes)

Candidates who fail to sit an examination or meet the necessary coursework/non-examinable assessment requirements will still be charged for the entry fees as declared on their invoice (no refunds will be provided to external candidates).

Fees due for any Enquiries About Results [EARs] will be added to the candidate's invoice for academic study (internal candidates). EAR fees for external candidates must be paid for in advance of any EAR being submitted to the awarding body.

(See also section 11.2: Enquiries about results [EARs])

6. The Equality Act, Additional Learning Needs and Access Arrangements

6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Additional Learning Needs

A candidate's additional learning needs requirements are determined by the ALNCO, consultant/specialist, pastoral teacher and the educational psychologist/specialist teacher.

The ALNCO will inform subject teachers of candidates with additional learning needs who are embarking on a course leading to an examination. It is the responsibility of the subject teacher to identify the date(s) of examination. The ALNCO will inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the examination. These arrangements must be their normal way of working, day to day.

6.3 Access Arrangements

It is the responsibility of the ALNCO to;

- a. make specific arrangements for candidates to take the examinations
- b. make applications to awarding bodies to allow candidates Access Arrangements in examinations
- c. have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

The ALNCO and EO will work closely to ensure that the needs of all candidates are met and that the records and application processes of the awarding bodies are met.

Rooming for access arrangement candidates will be arranged by the ALNCO and the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the ALNCO and the Examinations Officer.

Centre staff MUST NOT offer any arrangements to candidates; instead any concerns they have must be directed to the ALNCO.

7. Managing Invigilators and Examination Days

7.1 Managing Invigilators

Internal and external invigilators may be used for examination supervision. They will be used for any external and internal examinations.

The deployment of invigilators is the responsibility of the EO.

Securing the necessary Disclosure and Barring Service (DBS) clearance for any new external invigilators is the responsibility of the administration staff. DBS fees for securing such clearance are paid by the College.

All external invigilators will be required to complete a declaration, indicating whether they have invigilated previously. Internal and external invigilators must declare whether they have been involved in any maladministration/malpractice.

Invigilators are timetabled and briefed by the EO. External invigilators' rates of pay are set by the Academic Team.

7.2 Examination Days

The EO will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Estates Team are responsible for setting up the allocated rooms.

The EO or lead invigilator will start all exams in accordance with CAIE or JCQ guidelines as appropriate.

Subject staff are not permitted to be the only staff inside the examination rooms.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. All papers/secure documents must be returned to the EO. Papers will be distributed to Heads of Faculty by the EO only. This will not happen until the live papers have been dispatched and the relevant time has elapsed as defined by CAIE/JCQ regulations.

8. Candidates, Clash Candidates and Special Consideration

8.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with CAIE/JCQ guidelines.

Any candidate leaving the room temporarily must be accompanied by a member of centre staff.

The EO will inform administration staff of any candidate who is not present at the start of an examination and they will attempt to contact them. Candidates who arrive late to an examination will be dealt with them in accordance with CAIE/JCQ guidelines.

8.2 Clash Candidates

The EO will be responsible as necessary for identifying escorts, identifying a secure venue and arranging Overnight Supervision.

8.3 Special Consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper based otherwise) by the EO in accordance with the procedures and timescales set out in the CAIE/JCQ regulations.

9. Coursework / Non-Examinable Assessment and Appeals against Internal Assessments

9.1 Coursework / Non-Examinable Assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Faculty will ensure all coursework/non-examinable assessments are ready for despatch/upload at the correct time and they must report successful despatch/upload to the EO who will keep a record of what has been sent, when and to whom.

Marks for all internally assessed coursework/non-examinable assessments are to be input on the relevant awarding bodies' secure websites by subject teachers or Heads of Faculty. Where electronic input of marks is not available then teachers/Heads of Faculty should ensure relevant documents are delivered to the EO for return to the moderator in a timely fashion.

9.2 Appeals against Internal Assessments

Centres must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body.

The centre is obliged to publish a separate procedure on this subject and it must be available for inspection purposes.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing before the deadline set to the EO who will decide whether the process used conformed to the necessary requirements
- the EOs findings will be sent to the candidate in writing or by email and recorded for awarding body inspection.

10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

10.1 Results

Candidates will receive individual results slips on results days in person at the centre or by post to their selected addresses (if by post, candidates to provide SAE).

Arrangements for the centre to be open on results days are made by the EO.

The provision of staff on results days is the responsibility of the Senior Leadership Team.

10.2 EARs (Enquiries about Results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. In all cases candidate consent forms MUST be completed

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. (See section 5: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the EO to make the necessary application.

10.3 ATS (Access to Scripts)

After the release of results, candidates and/or subject staff may request the return of scripts within the timescales published by the individual awarding bodies.

Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE review of marking cannot be applied for once an original script has been returned.

If a candidate requires ATS they must complete the relevant paperwork to allow the EO to make the necessary application.

11. Certificates

Certificates may be presented in person, posted (first class), posted (recorded delivery) or collected and signed for.

Certificates may not be collected on behalf of a candidate by a third party.
Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

12. Examinations Contingency

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.

a. Examinations officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will

- Refer to the Examination Entries / Examination Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary
- Contact Centre Support Officer

b. Additional Learning Needs Coordinator (ALNCO) absent for prolonged period of time

In the event of the ALNCO being absent for a prolonged period of time, candidates requiring access arrangements may not be assessed and their applications not processed.

To ensure candidates are in receipt of all access arrangements, the centre will:

- Ensure the EO and ALNCO have worked together over the year
- Consider having a suitably qualified assistant ALNCO to cover tasks
- Recruit a specialist assessor

- Require the EO to assist in making applications online

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

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series
- Myddelton College uses OneNote extensively in order to facilitate alternative methods of learning which can occur when candidates/teachers are absent

d. Learners unable to take examinations because of a crisis - centre remains open

- In the event of learners being unable to attend the centre to take examinations as normal, the centre 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. CAIE guidance can be sought from the CAIE telephone help desk.
- The centre will offer candidates an opportunity to sit any examinations missed at the next available series, with the candidate being aware that further entry fees will be incurred.
- The centre 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 and CAIE guidance may be sought from the CAIE telephone help desk.

e. Centre unable to open as normal during the examination period

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The Head of Centre will decide whether it is safe for the centre to open. The Head of Centre will take advice or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

f. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- centre will ensure secure storage of completed examination scripts until collection.

g. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.