



St Andrew's
COLLEGE

EXAM POLICY

4th April 2024

APPROVED BY: COLLEGE GOVERNING BODY
NEXT REVIEW DUE BY: SEPTEMBER 2025

St Andrew's College Exams Policy

1. Policy Summary

St Andrew's College will provide a broad and balanced curriculum which is appropriate to individual needs and will ensure that the programme of study is appropriate to the needs of all our learners.

St Andrew's College will work with a wide range of examination and accrediting bodies to ensure our learners attain a broad and balanced range of qualifications.

St Andrew's College will ensure the safe and secure conduct of all examinations and non-examination assessments and ensure that these comply with the relevant JCQ guidelines and subject specific instructions.

2. Links to Procedures

St Andrew's College is committed to ensuring that the arrangements for public examination are conducted as efficiently and effectively as possible and in accordance with the regulations for the conduct of public examinations (JCQ Guidelines).

3. Monitoring and Oversight

The implementation of this policy will be monitored by the Senior Leadership Team (SLT) and governors of St Andrew's College.

Subject Leads are responsible for ensuring that teaching staff (Teachers and Technical Instructors) understand their responsibilities with regard to preparing learners for examinations and non-examination assessments and that the marking of learners' assessed work is standardised accordingly.

Teaching staff are responsible for ensuring that they supervise learners and only provide assistance and feedback as the specification allows.

The day to day management and administration of examinations is the responsibility of the SLT member with responsibility for examinations and the Exams Officer.

The Special Educational Needs Co-ordinator (SENCo) will work in conjunction with the Exams Officer to ensure that all special access arrangements have been applied for and will work with teaching staff to ensure that support for learners is implemented in the classroom.

See below for a full list of responsibilities:

The Head of Centre:

- Has overall responsibility for the college as an exams centre and advises on appeals and re-marks
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document

Exams Officer:

- Manages the administration of internal exams and external exams
- Advises the SLT and teaching staff on annual exams timetables and procedures as set by the various awarding bodies

- Oversees the production and distribution to all teaching staff and candidates the 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 non-examination assessments are completed on time and in accordance with JCQ Guidelines
- Provides and confirms data on estimated entries
- 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 publications for Access Arrangements, Reasonable Adjustments and Special Consideration
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises and co-ordinates the exams invigilators in terms of training and overseeing their performance
- Ensures candidates' coursework/non-examination assessment marks and any other material required by the appropriate awarding bodies are submitted, correctly and on schedule
- Tracks, dispatches, and stores returned coursework/non-examination assessments
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

Subject Leads:

- 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/non-examination assessment mark sheets and declaration sheets
- Decisions on post-results procedures

Teaching staff:

- Supplying information on entries, coursework and non-examination assessments as required by the head of department and/or Exams Officer

The SENCo:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms

Invigilators:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations
- Assisting in the 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 Officer

Examination Administration

The Exams Officer is responsible for liaising with the examination boards in terms of formal examination entries.

The Exams Officer will circulate forms to Subject Leads to ascertain Examination Board, syllabus titles and codes which learners will be entered for. A projected number of entries will also be required.

All data concerning examination entries is recorded on the shared area and will be maintained by the Exams Officer.

All incoming mail is opened daily and examination material is forwarded to the Exams Officer or SLT member responsible for examinations as soon as reasonably possible. It is to be stored securely in a locked draw in a locked office until it can be forwarded to the Exams Officer.

In the event of disruption in the distribution of examination papers the Exams Officer will contact awarding bodies to organise alternative delivery of papers.

All confidential material is stored securely in the Exams Office and in a safe locked by key. (The combination number of the lock box storing the keys/location of keys is known by the Exams Officer, the relevant member of the SLT with responsibility for examinations and the Headteacher. For emergencies a separate key is kept in a combination box within the Headteachers office.)

Statements of entry are circulated to Subject Leads for checking. Subject Leads verify that their entries are correct and inform the Exams Officer of any errors. It is the Subject Lead's responsibility to ensure that entries are correct. Once necessary changes are made the entries are sent directly to the appropriate examination board.

The Exams Officer will liaise with the SLT to ensure appropriate rooms are available for all examinations to take place. In the event of a main room being unavailable at short notice, the Exams Officer will liaise with the SLT to find an alternative.

The Exams Officer compiles the examination schedule in association with the SLT. The GCSE and GCE A level examinations taken in the summer will be conducted in appropriate rooms within the college (where possible). Teaching staff are issued with an electronic document of locations and invigilators.

The Headteacher is responsible for ensuring there are appropriately trained invigilators. Any shortfall due to peak exam days or invigilator absence is to be covered by appropriate staff within the centre in line with examination board regulations and as arranged by the Exams Officer.

When learners do not arrive at the designated starting time for examinations St Andrew's College teaching staff will make every effort to determine the cause and, where possible, ensure attendance.

After each examination the Exams Officer checks the completed papers. The materials are logged before being prepared for despatch to the relevant awarding body.

In the event of disruption to the transportation of completed examination scripts, the Exams Officer will make appropriate alternative arrangements and inform the awarding bodies of the arrangements.

Non-examination assessments

SLT will ensure that there are no clashes with non-examination assessments across curriculum areas.

Subject Leads and teaching staff will ensure that the assessment tasks provided are in line with the awarding body specifications and control requirement, but are delivered as appropriate to meet learner needs.

Subject Leads will ensure that all confidential materials together with the work produced by the candidates are held securely at all times in accordance with "Instructions for conducting non examination assessments" (JCQ)

The Exams Officer in liaison with Subject Leads will ensure that learners have been entered for individual units of non-examination assessments by the deadline date set by the relevant awarding body.

The Exams Officer will distribute marks sheets for completion by teaching staff and collect these for return to the awarding body before the deadline date.

Subject Leads in liaison with the Exams Officer will ensure that marks for completed non-examination assessments are sent to the relevant awarding body by the deadline and that the sample requested is also despatched by the relevant deadline. These materials are logged before being posted with a certificate of posting by the Exams Officer and these certificates are kept by the Exams Officer.

Examination Results

GCSE and GCE A level results are received by the College on the day before official publication after each examination series. Results remain embargoed until the following day and should only be shared with the SLT for the purposes of identifying any issues. The results are processed by the Exams Officer so that learners receive an individual statement the following day.

The Headteacher is responsible for the dissemination of the results to the learners on the designated day. Teaching staff will provide post-examination results counselling for those learners who require such a service.

A full copy of the record of all examinations results is kept the Exams Officer who retains original paper copies of the results.

Examination Entries

Examinations will be paid for by the College whilst the learners are at St Andrew's Healthcare.

Contingency planning

Contingency planning for exams administration is the responsibility of the Headteacher.

In the event of the Exams Officer's extended absence, the Headteacher will liaise with colleagues across the College who will provide support.

In the event of the SENCo's extended absence, the Headteacher will liaise with colleagues across the College/Ward Link Teachers who will provide support.

In the event of a major national disruption, such as declaration of a pandemic, the College will await guidance and instruction from the Department for Education and act accordingly.

Exams Officer absence contingency plan

If both the Exams Officer and the SLT member with responsible for examinations are to be absent for any reason on the day of an examination, they will make the Headteacher aware as early as possible. The Headteacher has access to the keys for the Exams Office and safe and will appoint an appropriate staff member to the role of Exams Officer on the day.

The delegated staff members will carry out the tasks listed below:

- Set up rooms to be used for examinations with posters, exam booklets, clocks, equipment and start and finish sheets (which will be prepared in exam packs beforehand and stored within the Exams Office)
- If more than one candidate will be in a room for the examination, a seating plan will need to be prepared which indicates (using initials) where each candidate and invigilator will be seated
- Check that candidates are able to attend the examination in the college on that day
- If any candidates are not able to attend the college, but is willing to sit the examination, advise the invigilator to take an exam pack to the candidates ward with relevant exam paper, ICE booklet and 'Quiet' posters
- Use the invigilation sheets to determine the code for the examination each candidate will be sitting
- Half an hour before the start of the examination remove papers from the safe with a witness present
- Distribute the examination papers into the appropriate rooms with witness present, ensuring that the correct code/level is given to the candidates
- At the end of the exam, collate examination papers into candidate number order and level and then complete the appropriate attendance register
- Collect any exam equipment, stationery etc. and return it to Exams Office
- Place the completed examination papers back into the safe until the Exams Officer returns to work

Evacuation of building due to an emergency contingency plan

In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- Each invigilator will instruct the candidate to stop writing before collecting the exam papers and answer sheets from each candidate along with the invigilation sheet before leading the candidates to the appropriate fire evacuation point
- The candidates must be kept separate from the other learners (where possible) and supervised closely while they are out of the examination room, so that there is no discussion about the examination
- Invigilators are to make a note of the time of the interruption and how long it lasted
- Staff will await further instructions from the Fire Brigade and if it is possible to return to the building, the examination will re-start once back in the examination room. Candidates will be given the remainder of the working time set for the examination once it resumes
- In the event that the examination continues, the Exams Officer will apply for "Special Consideration" from the exam board, due to upset/stress/interruptions etc.
- If it is not possible to re-enter the building, the candidates will be distributed around the hospital site and the examination will resume as above

- In the event that the examination taking place needs to be abandoned, it will rescheduled to take place on the contingency day determined by the awarding body and in line with their instructions
- The Exams Officer will make a full report of the incident and of the action taken and send to the relevant awarding body

4. Diversity and Inclusion

Equality Legislation

All exam centre staff will 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 they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

The SENCo will inform 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 SENCo.

Ensuring there is appropriate evidence for a candidate's Access Arrangement is the responsibility of the SENCo.

Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENCo with 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, Reasonable Adjustments and Special Consideration Regulations, will be organised by the Exams Officer.

5. Training

St Andrew's College will hold regular Teacher Training days during which information about the Exams Procedure will be updated, reviewed and adapted as appropriate.

6. References to Legislation and Best Practice

JCQ General Regulations for Approved Centres
JCQ Instructions for conducting examinations

JCQ Instructions for conducting non-examination assessments (reformed GCE & GCSE specifications Guidelines)

JCQ publications for Access Arrangements, Reasonable Adjustments and Special Consideration

7. How to request a change or exception to this policy

Please refer to the exception process [Policy and Procedure Exception Application Link](#)

8. Key changes - please state key changes from the previous version of the policy

Version Number	Date	Revisions from previous issue
1.0	Sept 2020	New college policy