Exams Policy

Centre No: 61364

Approved by:	Carole Cox	Date: June 2023
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Contents

1. Introduction and aims

Our ISP School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

The planning and management of exams is conducted in the best interest of candidates

Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them

We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

Has overall responsibility for the ISP School as an exams centre.

- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance *Suspected malpractice in examinations and assessments* at www.jcq.org.uk.

Our head of centre is Carole Cox.

2.3 Exams officer

The exams officer is responsible for the administration of exams.

They:

Manage the administration of internal and/or external exams.

Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies

Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates

Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them

Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines

Provide and confirm detailed data on estimated entries

Maintain systems and processes to support the timely entry of candidates for their exams

Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines

Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process

Identify and manage exam timetable clashes

Account for income and expenditures relating to all exam costs/charges

Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies

Track, dispatch and store returned coursework/controlled assessments

Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests

Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments

Advise on appeals and re-marks

Our exams officer is Nina Montgomery and her Deputy is Teresa Ostridge.

2.4 Subject Co-Ordinators are responsible for:

Subject Co-Ordinators are responsible for:

Advising the exams officer of any changes to syllabus or assessment details for their subjects

Advising the exams officer of entries for their subjects

Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries

Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer

Accurately completing coursework/controlled assessment mark sheets and declaration sheets

Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

Supplying information about entries, coursework and controlled assessments as required by the exams officer or their Deputy.

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place

Processing any necessary applications in order to gain approval (if required)

Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Jemma Hoult.

2.7 Deputy Exam Officer

The Deputy Exam Officer is responsible for:

Assisting the exams officer to run exams efficiently, according to JCQ regulations

Collecting exam papers and other material from the exams office before the start of the exam

Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our Deputy Exam Officer is Teresa Ostridge.

2.8 Candidates

Candidates are responsible for:

Confirming and signing entries

Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own

Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered / Learner recruitment

Carole Cox – Head Teacher, SLT, Exams Officer and in consultation with Subject Co-ordinator decides the qualifications we offer.

We offer the following types of qualifications:

ISP School is currently registered as an Exam Centre with AQA, ASDAN, WJEC, OCR. City & Guilds, NCFE, BTEC and London Institute of Finance Education, Functional Skills.

If there will be a change to a specification for the next year, the exams office must be informed by the end of the Spring Term of the proceeding academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the Subject Co-ordinator.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Co-Ordinator in consultation with SLT and SENCo. Throughout the planning process, acknowledgement of potential RPL should also be considered using relevant exam board guidance such as that provided by NCFE for relevant qualifications offered.

Consideration must be given to any potential conflict of interest before registration takes place.

The Exams Officer is then responsible for the appropriate registration of the candidates taking into account exam board requirements.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

• External exams and assessments are scheduled in December, January, March and June.

External exams and assessments are scheduled in the following exam series:

• The Exams Officer/SLT/SEN Team in consultation with Subject Co-ordinators. decide which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Examinations Officer/SLT/SEN Team in consultation with Subject Co-ordinators.

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries including entry details and late entries

Candidates or parents/foster parents can request subject entry, change of level or withdrawal.

We accept entries from private candidates.

Entry deadlines are circulated to heads of Subject Co-Ordinator via email/briefing meetings.

Subject co-ordinators/Teachers 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 require authorisation, in writing, by Exams officer.

Where necessary, withdrawals will also be made by the Exams Officer after discussion with the learner, parents/foster parents, teaching staff, SENCO and SLT.

6.1 Re-sits

We allow re-sits for the following types of qualifications: AQA, ASDAN, WJEC, OCR. City & Guilds, NFEC, BTEC and London Institute of Finance Education, Functional Skills.

Re-sit decisions will be made by SLT, SENCO and Subject Co-ordinator in consultation with Exams officer.

7. 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 actions well in advance of each exams series.

Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations

A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
All qualifications	Re-sits at parents' request	Cost of the exam
	Missed exams (without medical or other extenuating circumstances)	Cost of the exam

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact Exams officer.

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of Head Teacher

9. Access Arrangements

The SENCO 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 Jemma Hoult - SENCo

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Jemma Hoult - SENCo

Room arrangements for candidates using access arrangements will be organised by .

Invigilation and support for candidates using access arrangements, as defined in the JCQ access arrangements regulations, will be organised by Exams officer and SENCo.

10. Managing invigilators

External staff will not be used to invigilate examinations.

Invigilators are School Staff and are trained, and briefed by the SENCo, Deputy Exams Officer in consultation with the Exams Officer.

11. Contingency planning

Refer to separate contingency policy.

12. Estimated grades

Subject Co-ordinators or teachers are responsible for submitting estimated grades to the exams officer when requested.

13. Malpractice

The head of centre, in consultation with the Exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

With regard to AI guidance specifically, all staff are directed to the JCQ Publication *AI Use in Assessments.* The guidance emphasises the following requirements:
- As has always been the case, and in accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres (https://www.jcq.org.uk/exams□office/general-regulations/), teachers and assessors must only accept work for qualification assessments which is the students' own;
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions;
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;
- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

14. Exam days

The exams officer will:

Book all exam rooms (after liaising with other relevant users)

Make question papers, exam stationary and materials available for the school staff.

Exams Officer is responsible for setting up the allocated rooms.

The school staff and the exams officer] will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

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 distributed to Subject Co-ordinators in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with deputy exams officer and administration team.

15. 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 Subject Co-ordinator.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must hot have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the [role(s) – likely the exams officer].

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.

15.1 Private candidates

The Exams officer is responsible for managing private candidates. This will included supervision and responsibility for candidates before and after exam times to ensure safety of school members during transitions.

15.2 Clash candidates

The Exams officer will be responsible for making arrangements for clash candidates, including, supervising escorts, identifying a secure venue and arranging overnight stays where necessary

16. 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 or his/her parent/Foster parent's responsibility to alert the school to that effect.

The candidate must support any special consideration claim with appropriate evidence ASAP.

The Exams Officer will make a special consideration application to the relevant awarding body ASAP.

17. Internal assessment

It is the duty of Subject Co-ordinators to ensure that all internal assessments-controlled tests and non-examination components- are ready for dispatch at the correct time. In this Centre this applies

to subject specifications for GCSE, FS L1 & 2 and ELC.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 work are provided to the exams office by the Subject Co-ordinators. 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.

18. Results and certificates

Candidates will receive individual result slips on results days,

- in person at the centre or
- by post to their home address
- posted (first class)

The results slip will not be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head Teacher and the Exams Officer

The provision of the necessary staff on results days is the responsibility of the Head Teacher and the Exams Officer.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Exams Officer.

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

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

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 days of the receipt of results.

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 EARs will be paid by the candidate.

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

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every year.

Issue Number	Date issued / Reviewed
1	September 2020
2	Reviewed July 2021
3	Reviewed July 2022
4	Reviewed July 2023
5	Reviewed July 2024

Internal Quality Assurance Policy

Scope of the Policy

Aims: To ensure that:

• Assessment is accurate, consistent, current, timely, valid, authentic and to Awarding Body standards.

• Assessment instruments are fit for purpose.

• To ensure that internal verification is valid, reliable and covers all assessors and programme activity.

• Assessment is part of an audit trail of learner achievement records.

• To ensure that there is accurate and detailed recording of internal verification decisions.

• Feedback is provided to inform centre quality improvement.

• To ensure that the internal verification procedure is open, fair and free from bias.

Definitions/Terminology

Internal Verification: A centre devised quality assurance process which assures the assessment against the accrediting body unit grading criteria and that assignments are fit for purpose.

External Verification: A regular process operated by the awarding body and used to check centre assignments and assessment against accrediting body standards. Internal verification processes and centre resources are reviewed and reported upon.

Sample of Learner Work: External verification is based upon the scrutiny of assessed learner work. The volumes of samples required is prescribed by the external verifier and varies according to numbers of learners and sector programmes a centre operates.

Responsibilities

Quality Nominee (QN): Ensures that centre internal verification and standardisation processes operate, and acts as the centre coordinator for external verification between the awarding body and course teams. The QN ensures External Verifier reports are monitored and any remedial work carried out.

Internal Verifier (IV): A Lecturer/assessor able to verify assessor decisions and validate assignments. The internal verification records findings, gives assessor feedback, and oversees remedial action.

External Verifier (EV): The EV verifies the quality of the centre's assessment and internal verification.

Tutor Briefing: All assessors and IV's require periodic briefing on accrediting body processes.

Verification schedules: Annually agreed to cover all assessors. Assessment schedules should be drawn up and monitored through the year.

Internal verification of assignments: Carried out before use to ensure that they are fit for purpose, and that any recommended action is taken.

Internal verification of learner work: Should verify sufficient to ensure the security of the standard. Assessors do not internally verify their own work. Assessor feedback and support should be given. The process does not involve the learner.

IV records: Are correctly maintained in a secure place after certification. Centres should use standard forms for the process: see awarding body web sites.

Links: Internal verification processes need to articulate with appeals processes, and authenticity of learner work requirements.

External Verification: Centres need to have in place monitoring and review procedures for external verification outcomes. Procedures are required to deal with actions required by the EV.

Procedures

ISP School has procedures in place to:

• Ensure that all centre assessment instruments are verified as fit for purpose.

• An appropriately structured sample of assessor work from all programmes, sites and teams are verified, to ensure centre programmes conform to the awarding body standards and external verification requirements.

• Plan an annual internal verification schedule, linked to assignment plans.

• Define, maintain, and support effective internal verification roles.

• Ensure that identified staff will maintain secure records of all internal verification activity

• Brief and train staff of the requirements for current internal verification procedures.

• Promote internal verification as a developmental process between staff.

• Provide standardised internal verification documentation

• Use the outcome of internal verification to enhance future assessment practice.

Details of all the internal verification processes and procedures linked to internal and external verification can be found in the NCFE Quality Documents on its website – There is additional guidance provided by NCFE under the IQA strategy, which is followed for all NCFE qualification.

https://portal.ncfe.org.uk/Login.aspx?ReturnUrl=%2f

Details of all the internal verification processes and procedures linked to internal and external verification can be found in the Pearson Quality Documents on its website – https://qualifications.pearson.com/en/support/supporttopics/assessment-and-verification/btec-assessment-and-verification-tools.html