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**Examination Policy**

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Contents

[Contents 2](#_Toc92792447)

[Introduction 4](#_Toc92792448)

[Exam responsibilities 4](#_Toc92792449)

[Qualifications offered 6](#_Toc92792450)

[Exam series 6](#_Toc92792451)

[Exam timetables 6](#_Toc92792452)

[Entries, entry details and late entries 7](#_Toc92792453)

[Exam fees 7](#_Toc92792454)

[Equality Legislation 8](#_Toc92792455)

[Access arrangements 8](#_Toc92792456)

[Contingency planning 8](#_Toc92792457)

[Estimated grades 9](#_Toc92792458)

[Managing invigilators 9](#_Toc92792459)

[Malpractice 9](#_Toc92792460)

[Exam days 9](#_Toc92792461)

[Candidates 10](#_Toc92792462)

[Clash candidates 10](#_Toc92792463)

[Special consideration 11](#_Toc92792464)

[Internal assessment 11](#_Toc92792465)

[Results 11](#_Toc92792466)

[Enquiries about Results (EAR) 12](#_Toc92792467)

[Access to Scripts (ATS) 12](#_Toc92792468)

[Certificates 12](#_Toc92792469)

# Introduction

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 or in line with government recommendations or changes.

The exams policy will be reviewed by the Head of Centre or exams officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

# Exam responsibilities

**The Head of Centre**:

* has overall responsibility for Cairn Education 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 *Suspected malpractice in examinations and assessments*.

**Exams officer**[[1]](#footnote-2):

* manages the administration of internal and external exams.
* advises the senior leadership team and all staff on annual exams timetables and procedures as set by the various awarding bodies.
* oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams 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 exams timetable that will affect them.
* checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
* provides and confirms detailed 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.
* Working alongside the SENCo, administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication [A-guide-to-the-spec-con-process-202021-Website-version.pdf (jcq.org.uk)](https://www.jcq.org.uk/wp-content/uploads/2020/08/A-guide-to-the-spec-con-process-202021-Website-version.pdf).
* identifies and manages exam timetable clashes.
* accounts for income and expenditures relating to all exam costs/charges.
* organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams.
* ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
* tracks, dispatches, and stores returned coursework / controlled assessments.
* arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**The Head of Education** is 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 procedures.

**Teachers** are responsible for:

* supplying information on entries, coursework and controlled assessments as required by the Head of Education and/or the Exams Officer.
* identification and testing of candidates’ requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
* process any necessary applications for additional access requirements in order to gain approval (if required).
* working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

* assisting the exams officer in the efficient running of exams according to JCQ regulations.
* 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 office.

**Candidates** are responsible for:

* confirmation and signing of entries.
* understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
* ensuring they conduct themselves in all exams according to the JCQ regulations.

# Qualifications offered

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

The types of qualifications offered range from Entry level to A level.

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 office must be informed by the beginning of a new academic year.

Informing the exams office of changes to a specification is the responsibility of the teacher running the qualification.

Decisions on whether a candidate should be entered for a particular subject will be taken by teaching staffin consultation with the Head of Centre.

# Exam series

Internal exams (mock or trial exams) and assessments are scheduled every term to measure progress.

External exams and assessments are scheduled in line with the qualification and exam board series timetable.

Internal exams may be held under external exam conditions where this enables a young person to prepare for an examination series, this is at the discretion of staff working with that individual.

The Head of Centre decides which exam series are used in the centre.

The centre doesoffer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Centre and the Exam’s Officer*.*

# Exam timetables

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

# Entries, entry details and late entries

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

Due to space restrictions, the centre does not currently accept entries from private candidates or entries from other centres unless the student attends Cairn Education alongside another provision.

Entry deadlines are circulated to heads of department/curriculum via email and briefing meetings.

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 (i.e. late) require the authorisation, in writing, of The Head of Centre.

Resits are allowed in all qualifications on offer at the centre. Re-sit decisions will be made by the Head of centre in consultation with the candidate, parents/carers, teaching staff and if appropriate other stakeholders e.g. the Local Authority.

# 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 for each exams series.

All qualifications entry exam fees are paid by the centre when the qualification has been outlined as part of a young persons programme at Cairn Education.

Late entry or amendment fees are paid by the centre if the candidate is on roll at Cairn Education.

Fee reimbursements are not sought from candidates if they fail to sit exams or fail to meet assessment requirements.

Re-sit fees are;

* paid by the centre when a candidate is on admissions roll with Cairn Education and after consulation with all stakeholders and the reason to re-sit is not to increase the level or grade of an exam they have already sat.
* paid by the candidate when a candidate has gained a level/grade in the qualification but would like to resit in the hope of improving their level/grade.
* paid by the candidate if a candidate wishes to re-sit an exam once they have left the roll of Cairn Education and wish to use Cairn Education as an examination centre (there may be additional charges to use Cairn Education as an examination centre under these circumstances).

# 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

# Access arrangements

The Head of Education will inform teachers of the individual 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 Head of Centre.

Ensuring there is appropriate evidence for a candidate’s access arrangement is the responsibility of the Head of Centre.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and Exam Officer.

Rooming for access arrangement candidates will be arranged by the Exam Officer.

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

# Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

Contingency plans are available via email and briefing meetings andare in line with the guidance provided by Ofqual, JCQ and awarding organisations.

# Estimated grades

Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Head of Centre.

# Managing invigilators

External staff will not beused to invigilate examinations.

Invigilators will be used for internal and external exams.

Training and management of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for invigilators is part of the safer recruitment and safeguarding procedures in place at Cairn Education.

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

# Malpractice

The Head of Centre in consultation with the Exam’s Officer is responsible for investigating suspected malpractice. Malpractice will be dealt with in line with JCQ, exam qualification and Cairn Education’s own internal appeals procedure.

# Exam days

The Exams Officer will check that correct signage is placed outside and inside the exam rooms in line with JCQ rules.

The Exams Officer is to check that inside the exam room is a plan to be completed by the invigilator of the room of where candidates are to sit their exam and a sign in and out sheet to record anyone who comes into or leaves the exam room during the exam.

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.

The Exam Officer is responsible for setting up the allocated rooms and will be aware of any special/additional requirements needed to support the examination process.

The invigilators will check that the seating plan is a correct reflection of the day and will make note on the seating plan of any changes/disparities.

Subject staff or other Cairn Education staff may be present at the start of the exam to assist with identification of candidate. 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.

The invigilator(s) will start and finish all exams in accordance with JCQ guidelines.

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 teachers in accordance with JCQ’s recommendations and no later than 4hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Head of Education.

# Candidates

The exams officer will provide written information to candidates in advance of each exam series.

The centre's published rules on positive behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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 at the discretion of the invigilator.

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

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

# Clash candidates

The Head of Education will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

# 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 Head of Education, their teacher or invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

# Internal assessment

It is the duty of teachers to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer willassist 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 teachers. 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).

# Results

Candidates will receive individual results slips on results days by prior agreement with candidate, parents/carers either;

* in person at the centre
* posted by recorded delivery

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

# Enquiries about Results (EAR)

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 for a remark if this is at the candidates request, but if the re-mark is requested by a teacher/staff member then will be paid for by the centre.

All decisions on whether to make an application for an EAR will be made by the Head of Centre.

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).

All processing of EARs will be the responsibility of the Exam’s Officerfollowing 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 within 14days 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.

An EAR cannot be applied for once an original script has been returned.

The cost of ATSs will be paid by the candidate if it is for their personal investigation and the centre if it is for further investigation of marks as requested by a teacher or for teaching purposes.

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

# Certificates

Candidates will receive their certificates either;

* in person at the centre if the candidate remains on roll and attends the centre after examinations for the certificate
* posted (recorded delivery)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 3 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

1. This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre. [↑](#footnote-ref-2)