



## EXAMINATIONS POLICY

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### 1. POLICY INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means Catmose College.
- 1.2 It is the purpose of this policy to:
- ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates;
  - ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- 1.3 This policy should be read in conjunction with the Equality and Diversity Policy.
- 1.4 It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

### 2. EXAMINATION RESPONSIBILITIES

- 2.1 Head of Centre
- Has overall responsibility conducting the examinations at the examination centre;
  - advises on appeals and re-marks;

- is responsible for reporting all suspicions or actual incidents of malpractice, referring to the JCQ document Suspected Malpractice in Examinations and Assessments.
- is responsible for ensuring that all suspected or actual incidents of malpractice including the use of AI, are reported, in line with the JCQ guidance on understanding and avoiding malpractice guidance.  
<https://www.jcq.org.uk/exams-office/blogs/understanding-and-avoiding-malpractice/>
- Has responsibility for ensuring that staff delivering non-examined assessments, coursework and internal assessments are aware of how to identify, report and investigate the misuse of AI.

## 2.2 Examinations Officer

- Manages the administration of public and internal examinations and analysis of examination results;
- advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies;
- oversees the production and distribution 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 the aspects of the examination timetable that will affect them;
- consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines;
- provides and confirms detailed data on estimated entries;
- receives, checks and stores securely all examination papers and completed scripts;
- administers and makes applications for special consideration using the JCQ guidelines. Manages Federation resources to support these arrangements whilst balancing the needs of all learners;
- identifies and manages examination timetable clashes and issues relating to absence during the examination period;
- accounts for income and expenditures relating to all examination costs/charges;
- organises the recruitment, training, monitoring and line management of a team of Examination Invigilators responsible for the conduct of examinations.
- submits candidates' controlled assessment marks, tracks dispatches and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their examinations;
- will take responsibility for any student who has a clash of examinations by supervising movement and identifying a secure venue. Any overnight stays will be organised in conjunction with SLT.

### 2.3 Team Leaders and Directors of Subject

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

### 2.4 Teachers

- give notification of access arrangements to the delegated member of staff/SENCO;
- provide accurate information regarding awarding bodies and entry codes;
- where required, provide accurate marks for controlled assessment, samples of work for moderation in a timely manner, information for any students who may be absent during the examination period;
- give guidance and a pastoral overview of candidates who are unsure about examination entries or amendments to entries;
- offer guidance regarding appeals for the students and requests for examination scripts;
- provide accurate completion of coursework mark sheets and declaration sheets;
- give accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

### 2.5 A Dedicated Member of Staff

- provides administration of access arrangements;
- gives identification and testing of candidates, requirements for access arrangements;
- provides provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages or IT equipment to help candidates achieve their course aims;
- carries out administration and applications for access arrangements online using access arrangements online in accordance with the JCQ guidelines.

### 2.6 Invigilators

- collect examination papers and other materials from the examination's office before the start of the examination;
- collect all examination papers in the correct order at the end of the examination and return them to the Examinations Officer.

### 2.7 Candidates

Candidates are responsible for:

- Providing confirmation and signing of entries and coursework.
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own without the use of AI.
- Placing ID cards on examination desks to ensure invigilators are able to confirm identity.
- Ensuring they conduct themselves according to the JCQ regulations in all exams.

### 3. EQUALITY LEGISLATION

- 3.1 All exam centre staff will ensure that they meet the requirements of any equality legislation, including Equality Act 2010. 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.

### 4. ACCESS ARRANGEMENTS

- 4.1 The Federation SENCO, or an allocated member of staff, will work with students, parents and subject teacher to establish the appropriateness of applying for access arrangements.

The SENCO/allocated member of staff 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.

- 4.2 Implementation of access arrangements, including rooming or additional resources, is the responsibility of the Examinations Officer.
- 4.3 Invigilation and support for access arrangements candidates, as defined by JCQ access arrangement regulations, will be organised by the Examination Officer.

### 5. CONTROLLED ASSESSMENT

- 5.1 It is the responsibility of teaching staff to ensure that assessments tasks provided are in line with the awarding body specification and control requirements are contextualised as appropriate to meet local needs.
- 5.2 Teachers will work in partnership with the Examination Officer to ensure that all confidential materials, together with the final work submitted by students, are held securely at all times, in accordance with subject instructions for 'conducting controlled assessment'.
- 5.3 The Examination Officer will liaise with teachers to ensure that students have been entered for the correct individual units of controlled assessment by the deadline set by the relevant awarding bodies.
- 5.4 The Examination Officer will distribute mark sheets for completion by teaching staff, and collect and return them to the examination body before the deadline set.

5.5 The teacher will ensure that moderation of work and signatures of authenticity are collected and submitted for external validation by the deadlines set by the examination boards.

## 6. EXAMINATION RESULTS

6.1 GCSE results are received by the College on the day before official publication. Results remain embargoed until the following day and should only be shared with the SLT for purposes of identifying any issues.

6.2 The College will be open on results day from 9am for Year 11 students to collect and sign for their results. If a student is unable to collect their results, they may have them emailed through prior arrangement with the Examinations Manager.

6.3 Subject breakdowns will be provided to teaching staff on results day, in order that they may provide additional support to students including guidance regarding any appeals.

6.4 The SLT will provide a summary of accumulated performance for publication in the press, inclusion in the prospectus, and reports to governors and parents.

## 7. APPEALS AGAINST INTERNALLY MARKED WORK

7.1 We are committed to ensuring that whenever staff mark controlled assessment/coursework that it is done fairly, consistently and in accordance with the awarding body's specification and associated documents.

7.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills to complete the marking. We are committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of staff are involved in marking candidate's work, internal moderation and standardisation will ensure consistency of marking.

7.3 If a candidate believes that work has not been marked in accordance with the points above, he/she may make use of this appeals procedure.

7.4 An appeal may only be made against the assessment process and not against the mark submitted to the awarding body:

- An appeal should be made as early as is possible no later than 19 April 2024.
- An appeal should be made to the Examination Officer.
- A nominated senior leader will conduct the investigation. The senior member of staff will not have any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific documents.

- The person appealing will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes to future procedures.
- The outcome of the appeal will be made known to the SLT. A written record will be kept and made available to the exam body on request. Should the appeal bring any irregularity to light, the awarding body will be informed.

7.5 After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency between centres. The moderation process may lead to mark changes. This process is outside of our control.

## 8. ENQUIRIES ABOUT RESULTS (EaRs)

8.1 Enquiries about results can be requested by centre staff following the release of results. A request for a remark 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 a group of candidates.

8.2 Students and parents are made aware of the procedures to follow for EaRs prior to the publication of results. A pro-forma is available for completion which is signed by student and the Executive Principal.

## 9. SPECIAL CONSIDERATION

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer Sharon Carr [scarr@catmosecollege.com](mailto:scarr@catmosecollege.com) to that effect.

The candidate must support any special consideration claim with appropriate evidence at the time of making the claim but no later than 28 June 2024.

The exams officer will make a special consideration application to the relevant awarding body within JCQ guidelines.



## APPENDIX A: WRITTEN EXAMINATION CONTINGENCY PLAN

To be read in conjunction with the Federation Emergency Closure Policy.

This plan aims to examine potential risks and issues that could cause disruption to the management and administration of the examination process at the College. By outlining actions to be followed in case of disruption, it is intended to mitigate the impact these disruptions have on our examination process. Alongside internal processes, this plan is informed by guidance from the joint contingency plan for the examination series in England, Wales and Northern Ireland.

### CAUSES OF POTENTIAL DISRUPTION AND ASSOCIATED RISK

POTENTIAL RISK	MANAGEMENT OF RISK
Examinations Officer extended absence at key points during the examination process cycle.	Federation to train a member of staff so they understand all aspects of the role and can deputise if required.
Candidates not entered with awarding body.	9 February 2024 deadline SLT to liaise with deputy and publish to class teachers.
Financial implication to the Federation caused by late entries.	Publishing deadlines well in advance.
Examination plan not produced including key dates (deadlines missed, results may be delayed).	Deputy to liaise with SLT link to produce.
Insufficient training and recruitment of Examination Invigilators.	Recruitment cycle to begin promptly (March).
Failure to recruit sufficient Invigilators to conduct examinations/Invigilator absence on day of examination.	Additional staff deployed to provide cover (teaching staff, trained STA/TAs).
Lack of appropriately trained Invigilators or Invigilator absence.	Annual training session with Examination Officer and Invigilators, including access arrangements and safeguarding.
Controlled assessment (or equivalent) marks not submitted by published deadlines.	Deputy/link Vice Principal link for subject area to be aware of deadlines.
Deadlines missed.	Examinations Officer to seek advice from the awarding body.

Rooming, scheduling, timetables not completed including for those students with access arrangements.	Examinations Officer to liaise with the Premises Officer to ensure that all examination rooms meet the requirements of JCQ Guidelines within an appropriate timescale for any issues to be addressed. In case of absence of Examination Officer, deputy to liaise with SENCO
Examination scripts not dispatched as required.	Examinations Officer to liaise with awarding bodies to receive scripts in line with entries.
Disruption to the transportation of completed examination scripts.	Seek guidance from awarding bodies
Delay in collection arrangements for completed examination scripts.	Ensure scripts are retained in secure storage until collection  Examination Officer to liaise with couriers as to reasons for delay and clarify plans for rectifying.

The same approach would apply for absence of SENCO during key periods. The Deputy SENCO would ensure all testing and online applications for access arrangements are completed and submitted within the deadlines.

### CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO SITE

POTENTIAL RISK	MANAGEMENT OF RISK
Examination venue unavailable at short notice.	Use of alternative venues depending on size of cohort. This includes: main sports hall, rooms within the Federation, including Catmose College.  Group split into smaller groups and individual classrooms used.  Use of 1:30 ratio of Invigilators/Federation staff within JCQ guidance.
Centre unable to open as normal during the examination period	Relevant awarding bodies made aware where appropriate and guidance taken regarding alternative venues.  Examinations Officer to apply for special consideration for candidates where they



	<p>have met minimum requirements to achieve the qualification.</p> <p>Alternative local venue sought after consultation with awarding bodies.</p>
Disruption to examination due to unforeseen circumstances.	<p>Contingency plan activated</p> <p>Special consideration applied for.</p>
Excessive noise.	<p>Examination Officer and a Senior Leader contacted at the earliest opportunity.</p>
Disruption from external visitors outside of the examination.	<p>Examination stopped until resolution of problem.</p>
Fire Alarm	<p>The emergency evacuation plan will be activated.</p> <p>The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorised to re-enter the building.</p> <p>The awarding bodies will be contacted to seek advice.</p>
Bomb Threat	<p>The emergency evacuation plan will be activated.</p> <p>The examination will be stopped, all students and staff will be evacuated in accordance with the examination evacuation procedure until authorised to re-enter the building.</p> <p>The awarding bodies will be contacted to seek advice.</p>
Malfunction of subject specific/technical equipment during examination.	<p>Invigilators to alert Examinations Officer/SLT immediately.</p> <p>Federation to rectify the faulty equipment as soon as possible.</p> <p>Examinations Officer to contact awarding body and submit special consideration.</p>

## CONTINGENCY PLAN FOR UNFORESEEN CIRCUMSTANCES RELATING TO THE CANDIDATES

POTENTIAL RISK	MANAGEMENT OF RISK
<p>Candidate unable to take examination because of crisis.</p> <p>Stress/anxiety caused to candidates due to unforeseen circumstances (needing to move and examination at short notice).</p>	<p>Candidate must inform Examinations Officer and Head of Centre as soon as crisis is known.</p> <p>Guidance regarding this given in student briefing.</p>
<p>Candidate unable to attend the examination centre to take examination.</p> <p>Candidate taken ill during an examination.</p>	<p>Liaise with candidate if examination can be taken at alternative venue in agreement with awarding body.</p> <p>Examinations Officer to liaise with invigilator to attend alternative venue.</p> <p>Examinations Officer to apply to awarding bodies for special consideration.</p> <p>Medical certificate or other evidence required to submission.</p> <p>Invigilators to alert Examinations Officer/SLT.</p> <p>Examinations Officer to contact awarding body and submit special consideration.</p>