

EXAMINATIONS & ASSESSMENT POLICY - RESPONSIBILITIES

Policy Owners:

Head of Exams and Assessment (KC)/Heads of Admin & Exams (CC/MC/STC); Vice Principals with responsibility for Exams

Responsibilities:

1. Principals

- As Heads of Centre, Principals have overall responsibility for the Colleges as approved exams centres and are accountable to the awarding bodies for ensuring the Colleges are compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of examinations and assessments.
- Day-to-day responsibility is delegated to Vice Principals but Principals remain the escalation level in the absence of Vice Principals.
- As Principals operate across more than one College, they must ensure there is suitable support in place to meet their obligations for all Colleges for which they are responsible.
- Principals/Heads of Centre confirm on an annual basis through the National Centre Number Register that they are aware of and adhering to current versions of the JCQ regulations, in particular JCQ General Regulations 5.1, 5.3 and 5.4.
- If required, the Principals/Heads of Centre can confirm external governance arrangements to an awarding body so that the awarding body has confidence in the integrity of all Colleges' activities such as the delivery of qualifications and the conducting of examinations and assessments.
- Are nominated as contacts for contingencies including outside term time (which may require providing a personal mobile number and/or email address), so that any urgent matters, which could adversely affect candidates and potentially put qualification awards at risk, receive an immediate and appropriate response, if necessary deploying relevant resources to achieve this.

2. Vice Principals

- Maintain a good working knowledge of the examination system
- Are familiar with annually updated JCQ regulations, guidance and instructions
- Support and guide Heads of Exams to ensure that systems and processes are adopted and followed, and that appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. registrations, entries, achievement claiming etc.
- Ensure the integrity and security of examinations and assessments is maintained throughout each exam series, and have the authority to deploy the necessary resources to achieve this
- Together with wider College management, make sure all reasonable steps are taken to comply with requests for information or documentation made by an awarding body or regulatory authority as soon as is practical and ensure relevant members of staff respond promptly
- Ensure that Exams staff have sufficient time to perform their roles and familiarise themselves with relevant JCQ and awarding body documentation
- Represent Exams at a senior and Group level

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- Ensure relevant staff respond promptly to actions raised by the JCQ Centre Inspection Service and report any incidents which might compromise any aspect of assessment delivery to the appropriate awarding body
- Ensure any incidents of suspected malpractice are appropriately investigated and reported

3. Heads of Exams/Exams Teams

- Plan, manage and administer exams, and administer/support other assessments maintaining their security and integrity at all times, including compliance with requirements relating to secure electronic materials
- Manage the recording of results and achievement within deadlines
- Advise senior management teams, teaching and relevant support staff on exam dates, regulations and the application of procedures as set out by various awarding bodies
- Interpret and distribute exam information and communicate regularly concerning regulations, deadlines and changes to staff and students
- Maintain systems and processes to support timely registration and exam entry of candidates with awarding bodies
- Process registration, exam and assessment fee invoices
- Identify and manage exam timetable clashes
- Ensure that students are informed of and understand those aspects of exams timetables that will affect them including access arrangements and clashes
- Consult with teaching staff to ensure that assessments are completed in accordance with awarding body guidelines and within deadlines
- Receive, check and securely store all exam papers, live materials and completed scripts and despatch within timescales
- Apply for approval of and administer access arrangements in line with JCQ “Access Arrangements and Reasonable Adjustments” regulations and other awarding bodies’ guidelines as appropriate
- Make applications for special consideration in line with the JCQ “Guide to the Special Consideration Process”, and other awarding bodies’ guidelines as appropriate
- Liaise with Inclusive Learning on exam/access arrangement issues
- Recruit external invigilators; train and manage all invigilators in the conduct of examinations and assessments; a record of training must be kept for inspection purposes
- Bring to the attention of relevant senior STCG staff any suspected incidents of malpractice in line with JCQ’s “Suspected Malpractice Policy and Procedures, and other awarding bodies’ regulations as appropriate
- Advise on post-results services and appeals and submit applications
- Submit/facilitate submission of assessment marks; despatch, track, store and dispose of returned work and any other material required by awarding bodies correctly and on schedule
- Publish results to students and staff; for national exams, ensure results are available to students from 8.00 am on official release dates
- Distribute certificates to students; archive in line with regulations
- Collate and record learner outcomes for internal purposes, in particular the recording of results on EBS within target timescales
- Manage the retention and disposal of documents in line with awarding body requirements

4. Heads of School/Curriculum Managers

- Support Exams in disseminating information within Schools/Curriculum areas
- Ensure staff keep to exams deadlines and comply with regulations
- Notify Exams of all new qualifications/exams and support requirements in advance of the start of each academic year

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- Include awarding body registration and exam fees, and other relevant exam and assessment information within the planning and course approval process
- Approve changes of course/entry/levels
- Approve late registrations and entries before submission to Exams

5. Curriculum Teams

- Guide and advise learners who are unsure about exam procedures and requirements
- Comply with internal deadlines set by Exams, especially the end of year deadline for claiming student achievement
- Complete accurately and within deadlines:
 - estimated entries
 - assessment mark sheets and declaration sheets
 - registration and exam entry sheets, making additions or deletions as necessary
 - achievement and certification claim forms
- Notify Inclusive Learning when learners are identified who might have access arrangement needs
- Support Exams in disseminating exams information, such as JCQ Candidate Information, exam dates, results
- Liaise with Exams on post-results procedures and actions

6. Inclusive Learning

- Carry out a programme of assessment to identify, test and record learners' requirements for access arrangements
- Comply with internal deadlines set by Exams; students are informed during enrolment that because of time constraints it cannot be guaranteed that new access arrangements for November GCSE resits will be in place
- Share assessment outcomes with Exams in an acceptable spreadsheet format
- Provide readers/scribes/promoters and other types of exams support as and when required
- Undertake annual training as exams invigilators and for the above support roles
- Deal with JCQ inspections relating to access arrangements

7. Invigilators

- Ensure the integrity and security of examinations and assessments is maintained in every exam in which they are involved
- Arrive punctually to collect exam papers and other exams materials before the start of exams and take responsibility for taking everything necessary to the exam room
- Supervise the exams environment including display of posters, light, temperature, ventilation and noise levels
- Manage exams rooms to uphold the regulations, to maintain silence and make the mandatory announcements to candidates
- Understand and be ready to put into practice emergency evacuation procedures
- Be aware of procedures for handling malpractice, lateness, illness and other exam room incidents
- Ensure that all exams are regulated in accordance with the JCQ "Instructions for Conducting Examinations" and other awarding body regulations as appropriate
- Complete exams attendance sheets, incident or late reports and any other necessary paperwork
- Collect and collate exam papers in the correct order and any other exam materials at the end of the exam and return securely and promptly
- Attend annual training

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8. Students

- Confirm and sign for registrations or exam entries where applicable
- Read and comply with documentation regarding college and awarding body examination rules and regulations
- If invited for assessment for access arrangements, respond in a timely fashion and attend assessment sessions so that deadlines can be met, especially the final annual deadline of 31 January; it will be assumed that students who fail to do this after receiving 3 invitations to attend do not wish to be assessed for access arrangements. Exams teams will only accept late assessments in exceptional circumstances and when there are genuine mitigating circumstances. Heads of Exams will make such decisions on a case by case basis.
- Understand assessment regulations and sign a declaration that authenticates work as their own if required by the awarding body
- Arrive at exam rooms in good time before the start of exams
- Check exam timetables, access arrangement and clash details and raise queries in a timely fashion
- Comply with all regulations and invigilators' instructions in exam rooms and understand that penalties may apply for contravention of the rules

9. IT Support

- Give priority to and provide immediate response for technical support issues during online exams
- Ensure software installations are completed and updated by required deadlines
- Provide technical support for out-of-hours online exams, evenings and weekends, as requested through the helpline, minimum notice of 2 weeks to be given by Exams

10. Management Information Systems (MIS)

- Deal promptly with Exams' queries, for example regarding course titles, codes, QANs, learner enrolments and so on
- Provide technical support/troubleshooting with the importing of electronic files to EBS on GCSE and A level results' days
- Run weekly ProAchieve updates between R12 and R14 (E&T and Apprenticeships)

11. Information Development

- Manage the ProAchieve ILR import process
- Ensure students will be able to access results on ProPortal as required
- Support Exams to develop new and existing reports, as agreed through the Systems Group

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