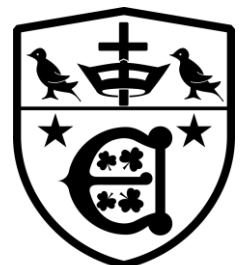


St Edward's College Examinations Policies 2023/24



**ST EDWARD'S
COLLEGE**
LIVERPOOL

Examinations Policy

St Edward's College is committed to offering equal access for all pupils and students to the examinations system as laid down by the Code of Practice produced by the Joint Council for Qualifications (JCQ) for GCSE (and equivalent), GCE, and other external examinations. The purpose of this Examinations Policy is to:

- ensure that the planning and management of examinations is conducted efficiently, and in the best interest of the pupils and students.
- ensure the operation of an efficient examination system, with clear guidelines for staff, pupils and students.

It is the responsibility of everyone involved in the College's examination processes to read, understand and implement this policy, which will be reviewed annually by the Examinations Officer.

Responsibilities

Head of Centre / Principal

- Overall responsibility for the College as an examination centre.
- Responsible for the investigation and reporting of all suspicions or actual incidents of malpractice.

Deputy Principal

- Line manages the Examinations Department.
- External validation of courses followed at Key Stage 4 / post-16.
- Advises the Head of Centre regarding any incidents of malpractice.

Assistant Principal

- Responsible for the analysis of examination results.

Examinations Manager

- Line manages the administration and invigilation of all public examinations, and internal mock examinations.
- Responsible for the download and distribution of examination results.
- Recruits, trains and supervises examination invigilators.
- Advises relevant staff on examination timetables, and application procedures as set by the various examination boards.
- Manages the examination budget.
- Maintains secure storage and despatch of all examination papers, completed scripts, and examination certificates.
- Arranges correct despatch of all other materials relating to the examination process, ensuring relevant staff are aware of the correct postal procedures.
- Ensures that the College is open on Results Days and makes provision for staff to assist during results days.

- Produces and distributes internal and external examination timetables for staff, pupils and students.
- Communicates regularly with staff concerning examination related deadlines and events.
- Consults with teaching staff to ensure that all necessary coursework is completed on time and in accordance with JCQ guidelines and the College Controlled Coursework Policy.
- Completes entries for public examinations.
- Provides and confirms data on estimated entries.
- Receives, checks, logs and securely stores all examination papers and completed scripts in the examination safe.
- Identifies and manages examination timetable clashes.
- Downloads and distributes examination results to staff, pupils and students.
- Collates and distributes examination certificates to pupils and students.

Heads of Faculty/Heads of Department/Subject Leaders

- Advise teaching staff concerning examination specifications and examination entries.
- Liaise with teaching staff to check all information, texts, case studies and pre-release materials to pupils are correct.
- Advise pupils and students concerning examination entries or amendments to entries.
- Responsible for listing and cross checking all examination entries, amendments and withdrawals, and the accurate completion of entry and mark sheets, adhering to deadlines set by the Examinations Office.
- Accurate completion and posting of coursework mark sheets/declaration sheets/estimated grade sheets, within the published deadlines.
- Track despatch and store returned coursework/materials required by the appropriate awarding bodies, correctly and on schedule.
- Responsible for informing the Examinations Office of the department/faculty's examination requirements.
- Ensures controlled assessments are carried out in accordance with JCQ guidelines and the College Controlled Coursework Policy.

Teachers

- Completion of documentation as requested by Head of Faculty / Department.
- Carry out controlled assessments in accordance with JCQ guidelines and the College Controlled Coursework Policy.
- Assist SENCO in collating evidence for Access Arrangements in line with current JCQ regulations.

SENCO

- Identifies and oversees the provision of Access Arrangements required for pupils with Additional Needs, and communicates with parents, pupils, students, staff and the Examinations Office regarding these arrangements.

- Administers Access Arrangements ensuring that all pupils and students requiring Access arrangements have an Education and Health Care Plan, a completed Form 8 or other relevant paperwork for inspection purposes.

Invigilators

- Supervise all pupils under examination conditions and rules as laid down by the JCQ and awarding bodies.
- Ensure correct distribution of examination papers and other relevant materials to pupils.
- Collect all examination papers at the end of each examination, and return all papers securely to the Examinations Office for despatch.

Pupils & Students

- Check all personal details and examination entries as presented on 'Statement of Entry' forms, promptly reporting any personal or examination discrepancies to the Examination Office.
- Adhere to coursework/controlled assessment regulations and sign a declaration that authenticates any coursework as their own.
- Adhere to rules, instructions, timetables, and deadlines, as published by the College and the Examinations Office.

Procedures and Processes

Mock Examinations

- Mock GCSE and GCE examinations are held under external examination conditions.

Entries

- Pupils and students are selected for examination entries by the Heads of Faculty / Department who must adhere to the internal and external deadlines published by the Examinations Office.
- Late entries are authorised by Heads of Department and the Examinations Manager.
- In some circumstances the College accepts external entries from former pupils on application (an administration fee will be applied).
- Pupils and students are responsible for ordering any resit examinations, which are entered by the Examinations Office, within the published deadlines. All resit decisions should be made in consultation with subject teachers.
- Legacy pupils will be required to pay the fees as published and will be subject to a £30 administration fee

Examination Access Arrangements

- A candidate's special needs requirements in examinations are determined by the SENCO in consultation with other relevant parties. 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. Evidence of examination results/

- Making special arrangements for candidates to take exams is the responsibility of the Exams Manager. Submitting completed access arrangement applications (online) to the examining board is the responsibility of the SENCO/Examinations Manager.
- The Examinations Manager will meet with relevant pupils and students before the examination period starts to discuss individual timetables and access arrangements.
- Information regarding Access Arrangements and their implementation can be found in the JCQ booklet 'Adjustments for Candidates with Disabilities and Learning Difficulties.'

Fees

- For external examinations, initial registration and examination entry fees are paid by the College.
- Late entry or amendment fees are paid by the relevant departments or the pupils and students concerned.
- Charges will not be made for changes of tier, or withdrawals made by the proper procedures, or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Payment will be sought if pupils or students fail to attend an examination, withdraw from the examination at a late stage, or if they do not meet the necessary coursework requirements.
- Students with attendance below 95% will be asked to pay for examinations as directed by the Principal.
- Pupils and students are responsible for the payment of any re-sit examinations.
- Enquiries about Results (EARs) are ordered and paid for by pupils within the time allowed by the awarding bodies, as outlined in the 'Post Results Services' information sheet which is distributed with results and is available to download on the College website www.st-edwards.co.uk.

Invigilation

- External invigilators will be used for examination supervision during external, mock, practical, listening, and oral examinations.
- All invigilators will be DBS checked, Child Protection trained, and issued with an identity badge.
- Invigilators are supervised, timetabled and briefed by the Examinations Manager.
- Invigilators' rates of pay are set by the College.
- The Examinations Manager will book all examination rooms (after liaison with other users) and ensure that the appropriate examination question papers and materials are available for the invigilator.

Examination day arrangements

- Estates staff are responsible for setting up the examination rooms as instructed by the Examinations Manager.

- Examination papers should not be accessed by subject teachers and must not be removed from the examination room during the examination session as laid down by the JCQ. However, subject teachers may be consulted by the Examination and Data Officer in the case of any technical difficulties or queries regarding the examination paper.
- The Examinations Manager, and at least one invigilator, will check the exam papers as they are taken out of the examinations safe and before they are opened. This will involve checking the correct day and session and the correct subject for each package. Only when this has been done, will the papers be taken to the examination venue to be opened.
- In practical examinations, subject teachers should be on hand in case of any technical difficulties.
- The Examinations Office will arrange for surplus examination question papers to be available for subject staff the following day.

Pupils, clashes and Special Consideration

- Guidelines for all examinations are published and distributed, including rules about acceptable dress, behaviour, and pupils' use of mobile phones and electronic devices.
- Disruptive pupils are dealt with in accordance with JCQ guidelines.
- For examinations longer than one hour, pupils will not be allowed to leave the examination room until at least one hour after the published starting time.
- If a pupil leaves an examination, they will not be allowed to return to the room.
- The Examinations Office will attempt to contact any pupil who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
- Where clashes occur, the Examinations Office will be responsible for arranging invigilation, identifying a secure venue, and arranging overnight stays as necessary.
- Should a pupil be too ill to sit an examination, suffer bereavement or other trauma, or be taken ill during the examination itself, it is the pupil's responsibility to alert the College, or the examination invigilator, to that effect.
- Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example, a letter from the pupil's doctor. The Examinations Manager will send a completed Special Consideration application to the relevant awarding body within the published deadlines.

Coursework and appeals against internal assessments

- Heads of Department will monitor and collate coursework and ensure all coursework is despatched at the correct time, keeping a record of what has been sent, when and to whom. They should ensure that all declarations are enclosed, and are responsible for the storage and disposal of returned coursework.
- Controlled coursework assessments will be administered in accordance with JCQ guidelines and the College Controlled Coursework Policy.
- Heads of Department are responsible for posting internally moderated coursework as directed by the examination board.
- The Examinations Office is responsible for posting externally moderated coursework which must be taken to the Examinations Office by the Head of Department by the agreed deadline for pre-booked courier collection.

- The College is obliged to publish a separate procedure on appeals for internal assessments, which is available from the Examinations Office. It is also available to download on the College website www.st-edwards.co.uk.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

- Results will only be issued to pupils and students on the day notified by the Awarding Bodies.
- Pupils and students will collect their results in person or are required to provide the Examinations Office with a stamped addressed envelope to their home address.
- Pupil and student results may be collected by a designated person on production of a signed letter by the candidate.
- Applications for Post Results Services (EARs) must be made by the pupil and student to the Examinations Manager. Pupils and students are responsible for the necessary fees to the awarding body and payment must accompany the request.
- EARs may be requested by staff, pupils and students, if there are reasonable grounds for believing there has been an error in marking.
- Pupils and students must order their own EARs within the published deadlines as set out in the guidance sheet distributed on results day.
- Where an EAR is requested by a pupil or student, they will pay the fee.
- Where an EAR is requested by the department, the department will pay the fee.
- If a result is queried, the Examinations Office, Head of Faculty / Department and Head of Centre will investigate the feasibility of asking for a re-mark at the College's expense.
- Staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of pupils and students must be obtained.
- Where a script is requested by a pupil or student, they will pay the fee.
- Where a script is requested by a department, the department will pay the fee.

Certificates

- Certificates should be collected in person. They may be collected from the Examinations Office on behalf of a pupil or student by a third party, provided they have been authorised to do so.
- The Examinations Office retains certificates for one year.

This policy was adopted by the Governing Body in January 2024. The next review will be in January 2027.