

Examinations Policy

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Associated Policy:	• EXA01 – Enquiry About the Availability of Exam Assessment Result • EXA02 – Procedure for The Authentication of Learner Identification Prior To Examinations or Assessments • EXA03 - Storage and Retention of Personal Data and Administrative Documents Policy • EXA07 -Reasonable Adjustments Policy and Procedure • QUA09 - Assessment Malpractice Policy • QUA10 – Internal Quality Assurance Policy • QUA25 - Internal Assessment Policy • QUA26 – Assessment Policy • QUA29 - Assessment Appeals Procedure

1. Purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient exam 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.

Cambridge Regional College is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all our students and staff are valued and respected.

This exam policy will be reviewed annually.

2. Exam responsibilities

Principal:

- Overall responsibility for the College as an Exam Centre.
- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.
- Responsible to relevant awarding bodies to ensure that all Controlled assessments are conducted according to qualification specifications.
- Decide on the awarding organisation and specification for qualifications.

Director of MIS and Exams:

- Direct and support the Exams manager in the completion of their duties.
- Act as a senior contact for all awarding organisations in times of annual leave.
- To review and approve exam policies in line with review frequency and regulatory requirements.
- To be familiar with general instructions relating to controlled assessment from each relevant awarding organisation.

Delegated responsibilities to Director of Quality:

- To be familiar with JCQ instructions for conducting controlled assessment and other related JCQ documents.
- To advise on academic appeals
- Ensure that all suspicions or actual incidents of malpractice are reported to the appropriate Awarding Organisation and investigated. Refer to the JCQ document [suspected malpractice in examinations and assessments](#).

Exams Manager

Manage the administration of public and internal exams and analysis of exam results:

- Contribute to the production and distribution to staff, and candidates of an annual cycle for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events. Notice of key dates for GCSE/AS/A2/Diploma examinations

will be displayed for candidates as soon as they are published by the appropriate Awarding Organisation.

- Ensure that candidates are informed of the date, time and location of their exams and any changes communicated as soon as possible, by providing the date and time to Curriculum Admin who will notify students and parents.
- Be proactive in ensuring candidate registration is accurate and reflects current enrolments.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Account for income and expenditure relating to all exam costs/charges.
- Manage the identification, training and monitoring of examination invigilators responsible for the conduct of examinations.
- Arrange for dissemination of exam results and certificates to candidates, forward appeals/re-mark requests to the relevant Assistant Principal / Head of Department for their approval.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Make applications for special consideration using JCQ documents where not linked to learning support.
- Implement this policy in accordance with all other College policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and General Data Protection Regulations (GDPR).
- Conduct, or delegate to Exams Officers, regular unannounced observations of invigilators to meet JCQ and Awarding Organisation requirements.
- Report all suspicions or actual incidents of malpractice to Head of Quality Improvement. Refer to the JCQ document [*suspected malpractice in examinations and assessments*](#).

Assistant Principals - Curriculum

- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Comply with Awarding Organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- Take decisions regarding appeal/re-mark requests.

Heads of Department / Assistant Heads of Department / WBL Managers

- Ensure that lecturers / assessors accurately complete all exams documentation / coursework marksheets / declaration sheets and adhere to deadlines.
- Comply with college procedures with regards to changes to course / entry / levels.
- Check achievement reporting using EBS or ProAchieve and report any anomalies to MIS in accordance with college procedures.

Head of Specialist Support and Exam Access

- Oversee identification and testing of candidates' requirements for Reasonable Adjustments.
- Administer access arrangements and make applications for reasonable adjustments using the JCQ document [*Access arrangements, Reasonable Adjustments and Special Consideration*](#) and associated College Reasonable Adjustments Policy and Procedure.
- Provide additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to assist candidates in line with agreed access arrangements or reasonable adjustments.

Subject Lecturers

- Provide details of additions or removals from candidate lists in line with college procedures.
- Return completed exams documentation to the Exams Office in order to meet the internal deadlines to avoid Awarding Organisation penalty fees.
- Advise the relevant Head of Department / WBL Manager and the Exams Office of any errors or inaccuracies in registrations or exam entries
- Ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule in line with college procedures.

Invigilators

- Undergo the necessary and relevant training including an annual update as required by JCQ, the Awarding Organisation and College policies
- Comply with the regulations according to the JCQ document [*Instructions for Conducting Examinations*](#).
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates prior to the exam.

Candidates

- Confirm and sign their entries.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Attend all timetabled assessments.

3. Exam seasons, timetables and clashes

3.1 Exam seasons

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Heads of Department / Assistant Heads of Department / WBL Managers must liaise with the Exams Office to oversee and plan the scheduling of exams for their area. This includes decisions on exams series.

Lecturers have responsibility for giving the Exams Office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

Students are clearly advised of the examination periods and made clear that no absences will be authorised during this period (unless there are exceptional circumstances).

All internal exams are conducted in accordance with the college Internal Assessment Policy.

3.2 Timetables and Notifications

The Exams Manager will notify students and parents of the time and date of external exams and any changes. The Exams Office will display timetables of all external exams on their notice boards. The Exams Manager or a member of staff from Rooms/Timetables will add room details. Allocation of Invigilators will be the responsibility of the Exams Manager.

4. Entries, entry details, late entries and re-sits

4.1 Entries

Candidates are selected for their examination entries by the Heads of Department / Assistant Heads of Department / WBL Manager.

The College does NOT accept entries from external candidates who are not already enrolled at the College unless by prior arrangement.

The Centre can act as an exam centre for other organisations upon request, subject to the fulfilment of specified criteria.

4.2 Entry details

All individual candidate statements of entry or individual timetables will be given to the lecturer for distribution.

Where such distribution is not possible e.g. GCSE and large exams, candidates must collect their entry statements from the Exams Office. Those not collected will be posted to candidates' homes if not collected within 7 days.

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites.

4.3 Late entries

Late entries are authorised by the Heads of Department / Assistant Heads of Department / WBL Manager.

The deadlines for late entries are available from the Exams Office or the Awarding Organisation websites.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

4.4 Re-sits

Re-sit decisions are made in consultation with the Heads of Department / Assistant Heads of Department / WBL Manager.

All re-sit decisions will be made in line with the Awarding Organisation requirements if specified.

Where the candidate requests a resit, they will be expected to pay the fee. If following a candidate resit the grade is increased the College will reimburse the candidate. Where the College arranges the resit the College will pay.

5. Exam fees

The Examination Fees Policy is determined by the Finance and Resources Committee on delegated authority from the Corporation. Refer to section 4.7 of the College Financial Regulations. Students may request to pay their fees by instalments in accordance with the levels set in the fees policy.

6. The Equality Act, special needs and access arrangements

6.1 Equality Act

The Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

The Learning Support department will inform subject lecturers / assessors of candidates with special educational needs. The Head of Department can then inform individual staff of any special arrangements that candidates may be granted during the course and in the exam.

6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process or enrolment.

Lecturers identifying candidates who may require access arrangements after the start of the course should contact the Head of Learning Support at the earliest opportunity. It is the lecturers / assessor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ Access Arrangements Online (AAO) tool is the responsibility of Head of Learning Support.

7. Managing Invigilators and exam days

7.1 Managing Invigilators

Independent Invigilators will be used where possible for all exams apart from some internally assessed components/controlled assessment.

The identification and recruitment of Invigilators is the responsibility of the Director of MIS and Exams.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the Human Resources department.

DBS fees for securing such clearance are paid by the College.

Invigilators are timetabled and briefed by the Exams Manager.

7.2 Exam days

The Exams Manager will work with designated Rooms/Timetable staff to book all exam rooms.

The Facilities Team is responsible for setting up the allocated rooms, however ultimate responsibility to ensure the exam rooms meet the required guidelines remains with the Exams Manager. For significant exam sessions, such as the English and maths resits, other staff are required to assist the Facilities Team.

Invigilators will start all exams in accordance with JCQ guidelines.

Subject staff may be present prior to the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted and must leave the venue before the examination begins.

In practical exams Subject Lecturers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject lecturers / assessors or removed from the exam room before the end of a session. Papers will be distributed to subject lecturers / assessors the following day.

7.3 Malpractice in Examinations

It is the responsibility of the invigilator to have read the malpractice guide written by the appropriate Awarding Organisation and the College policy.

Malpractice is to be recorded on the invigilation incident log and reported to the Examinations Manager at the end of the examination. Should the malpractice be such that it disturbs other candidates sitting an examination the invigilator must summon an Exams Officer immediately who will deal with the matter appropriately.

The Exams Manager will report any malpractice, maladministration or suspected malpractice to the Director of Quality. The Director of Quality will follow the respective Awarding Organisation guidelines in reporting the malpractice to the Awarding Organisation. The Deputy Principal Quality & Student Services is also to be notified of any suspected malpractice.

Any candidates involved in suspected malpractice will be advised that an investigation will take place (refer to the Assessment Malpractice Policy).

8. Candidates, clash candidates and special consideration

8.1 Candidates

Candidates must provide identification in the form of their student ID card, passport or driving licence.

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal Centre rules on dress and behaviour apply.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates will be dealt with in accordance with JCQ Instructions for Conducting Examinations guidelines

Candidates will not be allowed to leave the exam room until the published finishing time.

Late candidates will be admitted in line with the Awarding Organisation / JCQ guidelines.

Course lecturers / assessors will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (e.g. breakages during the exam).

8.2 Clash Candidates

The supervision of candidates between exams is the responsibility of the Exams Manager. In cases of overnight supervision candidates must complete the appropriate documentation in accordance with JCQ regulations.

8.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the Exams Manager or the Exam Invigilator or Lecturer or Assessor, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the College supports the application the Exams Manager will then forward a completed special consideration application to the relevant Awarding Organisation within the JCQ's recommended deadlines.

9. Coursework and appeals against internal assessments in line with the College Assessment Policy and Internal Verification Policy

9.1 Coursework

Candidates who must prepare coursework should do so by the required date.

The lecturer / teacher will ensure all coursework is marked / internally verified in line with Awarding Organisation requirements. Heads of Department are responsible for ensuring that appropriate quality assurance procedures are followed to include internal verification of assessed work. The Exams Manager will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to whom is maintained.

Exams Manager is responsible for ensuring all marks for all internally assessed work are submitted to the Awarding Organisation.

9.2 Appeals against internal assessments in line with Academic Appeals Policy

The College has a separate policy on this subject, which is available in the student handbook available on the College website.

9.3 Work will be retained in line with our Storage and Retention of Personal Data and Administrative Documents Policy for assessed work with regard to assessment and verification.

10. External Assessments - Task Taking

Controlled Assessment tasks will be undertaken with three levels of supervision, as specified in subject specifications:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Course Tutors will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.

Formal supervision means:

- Learners will be under direct supervision at all times – in most cases, supervision will be undertaken by the Course Tutor
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding organisation
- Tasks will usually be undertaken during normal timetabled lessons in the usual teaching base
- Use of mobile phones and internet / email access will be prohibited
- If learners have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible
- Subject specific display material with direct relevance to an assessment task will be covered
- A record will be kept of the time, date of each assessment together with the name of the supervisor(s) and all learners present for the session(s)
- A separate record of any incidents which occur during assessments will also be kept

Informal supervision means:

- Interaction with others, including group work is permitted
- The level of supervision applied ensures that the College is able to confirm that plagiarism has not taken place and preparation for a final / formal assessment is the learners own work
- Sources use by learner are clearly recorded

Limited supervision means:

- Some aspects of work may be undertaken completely without supervision/outside the classroom – this may include research and data collection
- Course Tutors will make close reference to the relevant awarding organisation's specifications when applying limited supervision.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

All individual candidate statements of results for General Qualifications received during the academic year will be distributed in class or can be collected in person from the College if requested.

11.2 Enquiries About Results

EARs for General Qualifications may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee is payable by either the curriculum area or the candidate depending on who has requested the EAR.

11.3 Access To Scripts (applicable to General Qualifications only)

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

Where an Awarding Organisation supplies the requested script electronically, the Exams Office will send the document to the candidate's College email account.

If a result is queried, the Exams Manager in conjunction with Heads of Department / WBL Managers will investigate the feasibility of asking for a re-mark at the curriculum area's expense. Otherwise the candidate will pay for the remark themselves. If there is a change in unit grade the candidate will receive a refund from the Exams Manager.

Lecturers may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. (See also Section 5: Exam fees)

12. Certificates

Certificates are either presented in person, posted or collected and signed for (see Registration & Certification of Student Achievement Policy).

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The College retains certificates for one year. After that the College will comply with Awarding Organisation requirements.

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
13/9/2021	1.1	Reviewed in line with JCQ guidance	13/9/2021	Exams Manager
20/04/2023	2	Annual review – no change	20/04/2023	Exams Manager
04/07/2023	3	Updated job titles and addition of requirement for unannounced invigilator observations	04/07/2023	Quality Assurance Managers
04/12/2024	4	Addition of guidance on external controlled assessments. New section on task taking for external controlled assessments.	21/01/2025	SMT
29/01/2026	5	Annual Review – No change after Liaison with Quality and Malpractice document	29/01/2026	Exams Manager

