



DV8 Exams Policy

Reviewed	Hannah Sapsford Sept 2022
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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.

This exam policy will be reviewed annually by the Exams Officer and Heads of Centre.

This policy should be read in conjunction with

- [Dv8 Assessment Malpractice Policy](#)

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1. Exam responsibilities

Principal and Head of Centre

Overall responsibility for the college as an exam centre:

- advise's on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document [Suspected malpractice: Policies and Procedures](#) and related documents.

Exams Officer

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

- advises the SMT, Quality and Curriculum Manager, Course managers and tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to 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 are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff/Delivery and Performance Manager and Course Leads to ensure that necessary coursework is completed on time and in accordance with JCQ
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- with the Delivery and Performance line manages the Exams Assistant in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams
- prepares and presents reports to the SMT/Performance Managers showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, Performance Managers, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- 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 their return to the exams office.

Head of Centre

- Organisation of teaching and learning.

Tutors

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry sheets and adherence to deadlines.
- Changes of course/entry/levels.
- Additions or removals from candidate lists.
- Submission of candidate names to CALs.

Centre Coordinators/ Exams assistants

- Arrangements of exams and coursework:
 - support for the input of data
 - communication with the awarding bodies where required
 - support with the dispatch of exam papers
 - support with post-results procedures
 - Ensuring information is correctly communicated with students

MIS and Systems Manager

- Managing achievement data.
- Accurately recording qualification entries and achievements for Government returns.

SENCO

Identification and testing of candidates' requirements for access arrangements.

- Administration of access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Invigilators

- follow all instructions and training provided.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The qualifications offered

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

The qualifications offered are Vocational Level 2 and 3, GCSE and Functional Skills. Awarding bodies are: Edexcel and RSL.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the Head of Centre annually.

3. Exam seasons, timetables, and clashes

3.1 Exam seasons

Internal exams, if any, are scheduled at various times throughout the year.

External exams are scheduled in November and June – Functional Skills can be every month.

Which exam series are used in the centre is decided by the SMT.

3.2 Timetables

The exams officer will circulate a timetable of all external exam at dates specified in the published schedule. Exams officer will allocate invigilators.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the English and Maths team.

All entries will be checked for compliance by the MIS and Systems Manager.

A candidate can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

The centre does not act as an exam centre for other organisations.

4.2 Entry details

All individual candidate statements of entry or individual timetables will be given to tutors for distribution in tutor time and emailed to candidates student email.

Where such distribution is not possible, candidates can collect their entry statements from the Centre office in Brighton or Bexhill. Those not collected will be posted to candidates' homes.

The exams /centre office will accept withdrawals (using the appropriate withdrawal forms), amendments and changes of tier up to the date set by the awarding body.

Qualification Entry Strategy around English and Maths

Students required to do GCSE only

- Full time student (540 hours or more 16 to 17, or 450 hours or more 18+) with GCSE grade 3 or grade D
- This rule also applies to students studying 450 hours or more (if aged 18+) + with overseas qualification equivalent to GCSE grade 3 or grade D.

Functional Skills Qualifications eligible students

- Part time student (between 150 hours and 539 hours if aged 16 to 17 and between 150 and 450 hours if aged 18+) with overseas qualification equivalent to GCSE grade 3 or grade D
- Full time student (540 hours or more aged 16 to 17, or 450 hours or more if aged 18+) with overseas qualification equivalent to GCSE grade 2 or below, E or below or no GCSE equivalent.
- Part time student (between 150 hours and 539 hours if aged 16 to 17 and between 150 and 450 hours if aged 18+) with overseas qualification equivalent to GCSE grade 2 or below, grade E or below, or no GCSE equivalent

Exemption to funding rule

- Student with statement of SEN/EHC plan AND institution assessment that confirms they are not able to study either GCSE or stepping-stone qualifications

Infill

- Learners joining later in the year e.g (past December/ January) may be put on GCSE's depending on prior attainment or a stepping-stone qualification e.g functional skills, in line with EFA English and Maths condition of funding.

Prior Attainment

- Prior attainment information is gathered during the Enrolment process, with prior learning and initial assessment/ diagnostic results being looked at on exam entry for all students.
- Students with no prior attainment will initially be entered for the qualification they are consolidated in from their diagnostic results, with a look to progressing to the level above this by the end of their course.
- The progress factor should be looked at for students entered for Level 1 qualifications who already have a E/F or grade 2 at GCSE. This functional skills qualification is recognised as falling in between these levels and carries a progress factor of 0.8.
- For students going down a grade on achievement for example from a grade E to a grade F the progress factor will be at the capped rate of 0.1.
- Where students have achieved an E/F and are 18 and in last year of study they must be registered for a GCSE qualification.

Dv8 prior attainment Maths and English Mapping

Qualification Type	Prior Attainment Level			→	First Choice qual entry
	GCSE 9-1	GCSE A*C	FSK		
GCSE	3	D	FSK	→	GCSE =>4
		E	L1	→	GCSE =>3
FSK (Functional Skills)	2	F	E3	→	L1
	1	G	E3	→	L1
			E2	→	E3
			E1	→	E2
	U	U	No prior attainment	→	One level above initial assessment, monitored via continuous diagnostic assessment.

Institutions must be able to demonstrate progression for students enrolled in maths and/or English qualifications and where possible ensure students are aiming to achieve a higher qualification than they have already attained. If not, then institutions should be able to record evidence of good reasons for any individual students enrolled on a maths and/or English qualifications which does not provide sufficient stretch or progression.

4.3 Late entries

Late entries are authorised by the heads of department and exams officer. The deadlines for late entries are circulated via email, and on the notice boards.

The exams officer will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

4.4 Retakes

Retake decisions are made in consultation with the course tutor, CAL, exam officers and the candidate.

5. Exam fees

Normal registration and exam fees are paid by the centre.

Where a staff member has incurred fees due to untimely submission of exam entries, this could incur disciplinary action against that staff member. This is especially important in GCSE qualification where the late fee is of a significant figure. However, all late fees for all qualifications will be judged in this light and decisions made about action to take here.

Reimbursement of fees will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Retake fees are paid by the candidates.

(See also section 4.4: Retakes)

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of 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 Head of Student Support and Learning Support manager will inform course leads of candidates with special educational needs pupils who are embarking on a course leading to an exam, and the date of that exam. The Head of Student Support can then inform individual staff of any special arrangements that individual 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. For these candidates The Head of Learning Support sends an exam concession application form to the Exams Manager for completion.

Course tutors identifying candidates who may require access arrangements after the start of the course should complete an exam concession application form at the earliest opportunity. It is the course tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Evaluating and these special arrangements is the responsibility of The Head of Student Support and the Learning Support manager

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

7. Estimated grades

Predicted grades are put onto LPR reports and sent home.

8. Managing invigilators and exam days

8.1 Managing invigilators

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the centre administration.

8.2 Exam days

The exams officer or Head of centre will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Centre Coordinators are responsible for setting up the allocated rooms if within the centre.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be available for collection by heads of department at the end of the exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

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 are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer 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.

9.2 Clash candidates

The supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams manager.

9.3 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 centre, or the exam invigilator, to that effect as quickly as possible.

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

The exams office will then forward a completed special consideration form to the relevant awarding body within 7 days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework

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

The Exams Office will ensure all coursework is marked and/or despatched at the correct time.

Keeping a record of what has been sent, when and to whom is the responsibility of the exams office and CALs.

Marks for all internally assessed work are provided to the exams office by course managers.

10.2 Appeals against internal assessments

DV8 EXAM POLICY

The centre is obliged to publish a separate policy on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals must be made in writing to the Quality and Curriculum Manager who will decide whether the process used conformed to the necessary requirements. Appeals must be made in accordance with the conditions outlined in the appeals procedure.
- the exams manager's findings will be notified in writing, copied to the Quality and Curriculum manager and recorded for awarding body inspection.

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

11.1 Results

All individual candidate statements of results received during the course will be distributed via tutor time.

Where such distribution is not possible, candidates can collect their statements of results from the exams office.

Those not collected will be posted to candidates' home addresses.

All individual candidate statements of results will be distributed via tutor groups.

11.2 EARs

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.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

11.3 ATS (applicable to general qualifications only)

After the release of results of general qualifications, candidates may ask exams office staff to request the return of papers.

If a result is queried, the exams office, after consultation with teaching staff where possible may request a re-mark. Curriculum Area Leads may also request scripts for investigation or for teaching purposes, after approval from Heads of Centre.

For the latter, the consent of candidates must be obtained.

(See also Section 5: Exam fees)

12. Certificates

Certificates are presented in person and collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year.

Signed

J Sharpe	H Sapsford
Head of Centre	Exams Officer
Date 16/09/2022	Date 16/09/2022