



The purpose of this policy is to ensure all candidates and parents/carers:

- Understand which qualifications are offered at CWLC and when.
- Understand the rules and regulations set out by JCQ and examination boards and the process of their chosen qualifications.
- Understand what support is available to them throughout the course and specifically for examination purposes.
- Understand what is expected of each individual candidate and how to conduct themselves during internal and external examinations.

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1. Roles and responsibilities

Head of centre & Curriculum Manager

- Has overall responsibility for the school/college as an examinations centre.
- Understands the contents of relevant JCQ publications, rules and regulations and make sure that the centre is compliant.
- Make sure all staff are compliant when delivering qualifications and keep themselves up to date with all regulations and rules of their subject.
- Annually update the National Centre Number Register (NCNR) as requested and accommodate any JCQ inspection as needed.

Examinations Officer (EO)

- Is appointed by the Head of Centre to manage all aspects of examination administration according to JCQ rules and regulations, incl. Ofqual and DfE regulations.
- Manages external examinations and some internal examinations/assessments.
- Understands and act on the contents of annually updated JCQ publications and information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Annually updates and disseminates information to all members of SLT and teaching staff and updates information for candidates on the CWLC website.
- Work with the SENCo and other support staff to facilitate and organise the approved access arrangements in the external examinations in the best interest of candidates.
- Line manages a team of external invigilators, incl. recruit and train.
- Keep an annual log of any '*Conflict of Interest*' and report to the relevant awarding organisations.
- Organise the dissemination of results to candidates and potential appeals.

SENCo / Inclusion Manager / Assessor

- Administrates the full process of access arrangements for examination purposes and makes applications on-line according to regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Arranges provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English speakers of other languages, IT equipment – to help candidates achieve their course aims.
- See section 6 for further information.

Examination Assistant & Invigilators

- Attend and undertake compulsory annual invigilator training, updates, and safeguarding training and further review sessions as required.
- Assist the Examinations Officer in the efficient running of examination rooms according to JCQ regulations incl. setting up rooms.
- Will uphold the security of the examination process in each examination room.

Candidates

- Read and understand all 'Information for candidates' documents for written examinations, on-screen, NEA, coursework and controlled assessment regulations and other relevant information in relation to examinations posted on-line the CWLC website.
- Sign a declaration that authenticates coursework as being their own where required.
- Understand rules about social media, sharing of information, security of electronically held work.
- Understand and adhere to official external rules and regulations set out by DfE, Ofqual and JCQs.
- Check and confirm entries.
- Ensure to conduct themselves in all examinations, whether external or internal, according to the expectations set out in the Examination Guide which is published on the website.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the SLT and Heads of Department.

At key stage 3

The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level. Students may be offered and entered for suitable certifications, i.e. native languages or foundation certificates.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding organisation in their compulsory and chosen subjects. A decision on whether a candidate should not be entered for a particular subject will be taken in consultation with the candidate, parents/carers, subject teachers and the head of subject.

At key stage 5 / Post-16

Sixth Form candidates will be entered for the full GCS (A2) qualification in Y13. Candidates in Y12 may be entered for AS qualifications, where this would be deemed applicable or if seen necessary or requested by parents or teachers. Candidates retaking years with new subjects will be entered as necessary, however, if retaking same subjects, you may be asked to pay the entry fee.

3. Examination seasons, accommodation and timetables

The curriculum manager and head of department decide which examination series are used in the centre. External examinations are offered in line with opportunities offered by examinations boards; in November (only English/Maths re-sits for Y12/13), January, May-June and on-line/on-demand.

Internal examinations are scheduled throughout the year. Where possible internal examinations during Y11 and Y13 are held under external examination conditions.

Examinations are scheduled in accommodation around the school site and in the sports centre. Students who need special support will mostly be accommodated in the LSC or other smaller rooms. Separate invigilation / accommodation is not offered unless for specific medical reasons.

Students/parents/carers should always liaise with the Examinations Officer or the Director of Studies if they have any questions in relation to examinations.

Once confirmed, the Examinations Officer will circulate, via email and EduLink, examination timetables for internal and external examinations. These will also be posted on the school website.

4. Entries, entry details and late entries

The head of department and subject teachers will enter candidates for final examinations. If students are not meeting the minimum requirements of the subject, the Head of Department in consultation with the parents/carers, may choose to withdraw a student from a qualification. Candidates or parents/carers can discuss change of tier available or withdrawal (via the subject teacher).

Candidates must check all entries are correct / as expected and let the teacher or Examinations Officer know as soon as possible if any errors are found.

Late entries or late amendments are authorised by the head department.

5. Examination fees

The centre will pay all normal examination fees on behalf of candidates. Late amendments requested by parents/carers or unit re-takes may be charged back to the parents/carers depending on the situation of the change.

Candidates who study a BTEC / CNAT qualification or any other vocational qualification (which are unit based) may be ask to pay for unit entries if they wish to re-take these, i.e. if they have not achieved the level needed in the first attempt.

Candidates in our Sixth Form (Y12/13) who have not previously achieved a 4 in English Language and/or Mathematics will be entered for re-sits until a 4 is achieved or they leave the Sixth Form. The entry fee is paid by CWLC, as long as the candidate follows the compulsory lessons provided.

6. Special needs and access arrangements

The Disability Discrimination Act 2010 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. *See further 'Equalities Policy for Examinations'.*

The SENCo / specialist assessor will assess a candidate for any special needs requirements. The SENCo will inform subject teachers and the Examinations Officer of candidates with special educational needs who are embarking on a course leading to an examination, and the end date of that examination.

Rooming and invigilation for access arrangement candidates, as defined in the JCQ access arrangements regulations, are arranged in collaboration between the LSC coordinator, the SENCo and the Examinations Officer. Separate invigilation is only offered for medical reasons.

7. Invigilators, examination days and being late

External invigilators are used for internal and external examinations. Invigilators are allocated and briefed by the LSC coordinator, the Examinations Officer or the Examination Assistant. The Examinations Officer, the Examination Assistant or an invigilator will start and finish all examinations in accordance with JCQ guidelines.

Subject staff and SLT may be present outside the examination room at the start of an examination to assist with identification of candidates. In practical examinations subject teachers may be on hand in case of any technical difficulties.

The Examinations Officer will attempt to contact any candidate, via the attendance officer, who is not present at the start of an examination and deal with them in accordance with JCQ guidelines for late candidates. It is the candidate's responsibility to be on time for examinations.

Should a candidate be unable to attend an examination because of illness or other disadvantage on the time/day of an examination, then it is the candidate's responsibility to alert the centre as soon as possible. If you miss your external examination without a valid reason, you may not be awarded the final qualification. Please see the Special Consideration policy.

8. Candidate information, clash candidates and special consideration

The Examinations Officer will publish an information guide to. The guide contains vital information on the centre's rules on acceptable dress code, expected behaviour and all JCQ regulations that apply to all external examinations. The guide along with other information for candidates are available on the centre's website.

If candidates have a 'clash' of examinations in one session, The Examinations Officer is responsible for arranging timetable changes and supervision. The candidates will be informed of this as soon as confirmed. Overnight supervision will only be offered in exceptional circumstances.

A candidate must support any special consideration request with appropriate evidence within 5 days of the examination, for example, a letter from the candidate's doctor or DoS.

9. Internal assessment and appeals

Candidates who have to prepare coursework as part of their course should do as instructed by the teacher. Please also read the 'Candidate Information' documents on the website. Your mark must be disclosed to you by your teacher/Head of Department upon completion. If you feel your mark is not correct please refer to the policy on '*Internal appeals procedure*'.

Marks for all internally assessed work are provided to the examinations office for submission. Heads of department will ensure all coursework is ready for dispatch at the correct time. The Examinations Officer will keep a record of what has been dispatched when and to whom.

The centre has a separate policy on the internal appeals procedure which can be found on the website. 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.
- Appeals should be made in writing following the procedure within the internal appeals procedure policy.

10. Results and post result services

Results are published nationally on dates set by the DfE and Ofqual. The dates will be provided to you from the examination office and will be on the website at the first possible opportunity. Results will be emailed to candidates' school email after 8:30am on results days. Results will also show on EduLink the following day. An option to collect results-slips in person at the centre is normally arranged.

If there are any questions, regarding the results students should let the Examinations Officer know as soon as possible after receiving the results. If continuing into the Sixth Form at CWLC, you may need to consult with staff on choice of subjects for some subjects.

If there is, reason to believe an error in marking has occurred an enquiry may be requested by either centre staff or the candidate. Further, candidates or teachers can request access to a script either before or after an enquiry. In both cases the Examinations Officer will process the request within the deadlines set by the examination organisations and the candidate will have to provide written consent and pay the accompanying fee. Please see separate policy on *Enquiry about results*.

11. Certificates distribution and retention

On 'Result day' you will receive a 'Candidate Statement of Results'. This is not your official examinations document! The official certificates arrive in centres for distribution in November. They will be checked by the Examination Officer. These are valuable documents you must keep safe.

Certificates can normally be collected and signed for in reception from mid-November (following summer exams and August results). Replacement certificates can only be issued from the relevant examination organisation and a candidate must contact the individual board directly and pay the relevant fees (around £50.00 per certificate). Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for two years after which they will be destroyed.