

# UTC READING

## Examination Policy

### Aim

The aim of this policy document is to:

- Demonstrate how we manage examinations and prepare students. All students will sit Level 2 BTEC subjects and GCSE examinations so that they are able to gain recognition for their learning. In Post-16 all students sit A/S and A2 examinations, as well as Level 3 BTEC Information Technology or Engineering and Vendor Qualifications.

### Internal Assessments and Examinations:

- Most assessments will take place in the classroom. The conditions should be appropriate to the task.
- Subject Areas should, for GCSE controlled assessments, adhere to the examinations boards' requests and follow UTC Reading's (UTC) Controlled Assessment Policy.
- Internal examinations will take place at a time suitable in the school year in order to help inform students' current attainment. These internal examinations will take place in the Hall to give students the opportunity to acclimatise to UTC examinations.
- Vendor Qualifications are completed in a designated Information Technology suite specific for that qualification

### Examination Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Examination fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fees reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline has passed or who fail to sit an exam/do not meet

the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre where request is sanctioned by the Head of Subject, if re-sit is not advised fees will be paid by the candidate.

## **Disability Discrimination Act/Equality Legislation**

All exam Centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

“A person has a disability for the purposes of the DDA is s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.”

The Centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with the requirements defined by the legislation, awarding bodies and the JCQ. This is the responsibility of the Head of Centre.

## **Contingency Plan**

Contingency planning for examinations administration is the responsibility of the Examinations Officer with support from the Head of Centre. Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations (see Contingency Plan Policy).

## **Examination Days**

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Subject staff may be present at the start of an examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department in accordance with JCQ's recommendations and only after all candidates have completed it.

A relevant subject teacher may be available to read out any subject specific instructions and start the examination if required.

## Invigilators

The Invigilator is the person in an examination room responsible for conducting a particular examination session in the presence of the candidates and invigilators play a key role in upholding the integrity of the external examination/assessment process.

Invigilators ensure that the examination is conducted according to these instructions in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice
- Prevent possible administrative failure
- Invigilators must be familiar with the JCQ instructions for conducting exams
- They must also give all their attention to conducting the exam properly
- Be able to observe each candidate in the examination room at all times
- Be familiar with the JCQ mobile phone poster, JCQ Information to candidates, the JCQ warning to candidates and any specific instructions relating to the subject being examined
- Inform the Head of Centre if they are suspicious about the security of the examination papers. (In such cases the Head of Centre **must** inform the awarding body immediately and send a full written report within 7 days of the suspicion arising).

Invigilators must **not** carry out any other task (for example, reading a book or marking) in an examination room.

## Access Arrangements/Special Needs

The SENCo is responsible for identifying and testing candidate's requirements for access arrangements and provision of additional support.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and/or Educational psychologist/Specialist teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

Making access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

### **Malpractice**

If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.

The invigilator **must** record what has happened on the Examination room incident report form and wherever possible, keep any unauthorized material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

**The Head of Centre must report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with the exam.**

### **Results**

Candidates will receive individual result slips on results days, in person at the Centre. If they are not collected they will be sent home by first class post.

Arrangements for the Centre to be open on results days are made by the Senior Leadership Team.

The provision of staff on results day is the responsibility of the Senior Leadership Team.

### **EARs (Enquiries About Results)**

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the Examinations Officer, Teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

The cost of Ears will be paid by the Centre or candidate **as appropriate**.

All decisions on whether to make an application for an EAR will be made by the Head of Centre.

All processing of EARs will be the responsibility of the Examinations Officer following JCQ guidance.

### **ATS (Access To Scripts)**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of the candidate's must be obtained.

Re-marks cannot be applied for once an original script has been returned.

### **Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of UTC's examination procedures.

Date created: February 2016

Date of Review: 8<sup>th</sup> March 2016

Date of Next Review: March 2020