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**Examinations Policy**

This policy will be reviewed on an ongoing basis, at least once a year. NAPA will amend this policy, following consultation, where appropriate.  
  
Date of last review: 21/02/2024

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**Introduction: Purpose**

* 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

**Exam Responsibilities**

**Head of Centre Carl Wheatley**

**ISTD Exams Julie Lovewell**

**LAMDA Exams Jamie Wilks**

**LCM Exams Patrick Start**

**UAL Level 3 Performing and Production Arts Katie Wright /Wilberforce College**

Overall responsibility for NAPA/college as an exam centre:

* Advises on appeals and re-marks
* Organisation of teaching and learning
* Deals with behaviour issues during exams
* The Head of Centre/Exams Officer is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document ‘*Suspected malpractice in examinations and* *assessments’*.
* Organising entries of candidates following respective exam boards procedures. See Below responsibility of exams officer

**Examination Officer: Jamie Wilks**

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

* Advises the senior leadership team, subject and class 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
* Maintains systems and processes to support the timely entry of candidates for their exams
* Provides and confirms detailed data on estimated entries
* Ensures candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
* Consults with teaching staff to ensure that necessary coursework is completed and in accordance with JCQ guidelines
* Submits candidates’ coursework marks, track despatch, store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule
* Receives, checks and stores securely all exam papers, stationery 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’*
* Arrange appropriate rooms for students with access arrangements
* Liaise with Site staff for room arrangements
* Identify and manage exam timetable clashes
* Manages the invigilators, their recruitment and training. Monitors the team responsible for the conduct of exams
* Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
* Arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
* Accounts for income and expenditures relating to all exam costs/charges
* Implements this policy in accordance with all other NAPA policies, procedures and regulations on Health and Safety, Equal Opportunities, Quality Assurance, Financial matters and Data Protection Act
* Identification of candidates’ requirements for access arrangements.
* Administration of access arrangements including applications to exam boards, keeping accurate records and updating Facility.
* 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.
* Provide appropriate access arrangements in exams.

**Heads of Department**

* Guidance and pastoral oversight of candidates
* Ensure accurate completion of entries and all other mark sheets and adherence to deadlines as set by the exams officer.
* Ensure accurate completion of coursework mark sheets and declaration sheets.
* Inform the exams officer of changes to course, entries and levels.
* Involvement in post-results procedures.

**Teachers**

* Provide details of additions or removals from candidate lists.
* Return completed exams documentation to the Exams Office in order to meet the internal deadlines to avoid Awarding Organisation penalty fees.
* Liaise with Exams Officer for provision of Access Arrangements (Normal way of working)
* Identification of candidates in line up and escorting to exam venue.
* Telephoning late/absent candidates

**Lead Invigilators / Invigilators (If required)**

* Assist the exams officer to check and distribute exam papers for each session
* Check the examination room for:
* Appropriate JCQ notices outside the room
* JCQ ICE booklet is on display
* Clock
* No display materials that might be helpful to candidates are visible
* Seating plan
* Correct equipment for the exam
* Desk numbers are in place
* Be fully aware of the regulations according to “The Instructions for Conducting Examinations” (ICE Booklet)
* Give clear instructions to candidates about the conduct of the examination to ensure that

they fully understand what they are required to do

* Start and finish the exam as required
* Responsible for distribution of duties to other invigilators (writing information on

whiteboards collection of scripts)

* Supervise the candidates throughout the whole time the examination is in progress, and

give complete attention at all times to this duty

* Complete the attendance register during the examination, noting any absentees
* Know the actions to be taken in the event of an emergency such as an emergency evacuation.
* Record any incidents and report to the exams officer
* Escort any students who need to leave the room
* Collection of all exam papers in the correct order at the end of the exam and their return to
* the Exams Office
* Collect all unused stationery in the examination room and return it to the Exams Office.
* Ensure that the room is left in a tidy condition
* Work to promote and apply the College’s safeguarding policy and procedures.

**Candidates**

* Check personal exam entries on receipt of timetable and inform the Exams Office of any discrepancies.
* Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
* Take responsibility for compliance with Awarding Organisations and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
* Attend all timetabled assessments.
* Water only allowed (labels removed) No food, unless previously authorised

**Administrative staff**

* Keep a log of all exam parcels delivered to Reception
* Support for the input of data.
* Posting of exam papers.

**2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team.

The statutory tests and qualifications offered are ISTD / LAMDA / LCM / UAL / GCSE.

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 immediately.

Decisions on whether candidates should not take an individual subject or all NCTs will be taken in consultation with the candidates and the subject teachers.

**3. Exam Seasons and Timetables**

**3.1 Exam Seasons**

Exams seasons vary according to exam boards, but may follow a schedule such as below.

Internal exams are scheduled: March/April

External exams are scheduled in May and June.

All internal exams are held under external exam conditions.

The exam series used in the centre is decided by the Head of Centre.

**3.2 Timetables**

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

**4. Entries, Entry Details, Late Entries and Retakes**

**4.1 Entries**

Candidates are selected for their exam entries by the heads of subject and the subject teachers.

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

The centre accepts external exam entries from former candidates only.

**4.2 Late Entries**

Entry deadlines are circulated to Heads of Department via email.

Late entries are authorised by Heads of Department and submitted by the exams officer.

**4.3 Re-sits**

Re-sit decisions will be made in consultation with the candidates, subject teachers, and the Heads of Department.

**5.** **Exam fees**

Initial registration and entry exam fees are paid by the candidates.

**Late entry or amendment fees are paid by the Candidates**.

Withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies. If a candidate withdraws after the time allowed, they are still liable for full payment of fees according to the policy of each respective exam board.

Re-sit fees for first and any subsequent re-sits are paid by the candidates.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 12.2: Enquiries about results)

1. **The Disability and Equality Act, Special Needs and Access Arrangements**

**6.1 Disability and Equality Act**

The Disability and 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**

A candidate’s special educational needs are determined by an educational psychologist, specialist teacher or medical practitioner.

The Exams officer will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Exams officer will then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Evidence of each candidates needs must be kept on file. This will include any assessment or medical notes to confirm the need for exam arrangements.

**6.3 Access Arrangements**

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

Making special arrangements for candidates to take exams is the responsibility of the exams officer.

Staff to act as readers, scribes or OLM will be provided by the exams officer

Rooming and invigilation for access arrangement candidates will be arranged by the Exams Officer.

**7. Estimated grades**

Estimated grade forms are to be completed and returned via the Heads of Departments to the Exams Office in order to meet the Awarding Organisations’ published deadlines

The information will be submitted by the exams officer.

**8. Managing invigilators and exam days**

**8.1 Managing Invigilators**

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

The recruitment and training 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 Head of Centre and fees are paid by the centre.

Invigilators are timetabled and briefed by the Exams Office.

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

**8.2 Exam Days**

The exams officer will book all exam rooms after liaison with other users

Site management are responsible for setting up the allocated rooms, under the direction of the exams officer who will ensure the set up meets examination board regulations

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

Subject staff may be present before 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 room before the examination begins.

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

Exam papers must not be read by anyone including subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty the following day.

**9. Evacuation Procedure during Exams**

In the event of the fire alarm sounding, the lead invigilator will calmly and safely follow the instructions of the exam fire procedure in accordance with JCQ guidelines and NAPA Exam Evacuation Policy.

**10. Candidates, Clash Students and Special Consideration**

**10.1 Candidates**

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

NAPA rules on acceptable 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 an invigilator must accompany them.

Teachers are responsible for attempting to contact any candidate who is not present at the start of an exam and are responsible for candidates who are late for their exams, or do not turn up at all. The exams officer will deal with them in accordance with the JCQ guidelines.

Equipment will be provided where necessary, with spares available on request.

**10.2 Clash Candidates**

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

**10.3 Special Consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma, it is the candidate’s responsibility to alert their teacher. Should the candidate be ill at the beginning of an exam or during the exam itself, the candidate should inform an invigilator. Appropriate provision will be taken by the exams officer.

Any special consideration claim must be supported by appropriate evidence. The exams officer will apply for special consideration to the relevant awarding body.

**11. Coursework and appeals against internal assessments**

**11.1 Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Candidates must be informed of their mark

Candidates can request a review of the centre’s marking prior to the marks being submitted

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department. These should be received by the internal deadline.

Heads of Department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

**11.2 Appeals against internal assessments**

The main points are:

* Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e. 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 should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conforms to the necessary requirements
* The Head of Centre’s findings will be notified in writing, copied to the exams officer and recorded for Awarding Body Inspection.

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

**12.1 Results**

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses (candidates to provide sae). Any results not collected or posted will be sent by second class post on Friday

Arrangements for NAPA to be open and staffed on results days are made by the senior leader.

The provision of staff to distribute results is the responsibility of the exams officer.

**12.2 EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the teaching staff and head of centre will investigate the feasibility of asking for a review of marking at the centre’s expense.

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. (See section 5: Exam fees)

**12.3 ATS**

After the release of results, candidates may ask subject staff to request the return of paper

Centre staff may also request scripts for investigation or for teaching purposes. For all post results, the consent of candidates must be obtained.

The Post Results application form must be completed for all requests and have the consent of the student either by signature or email.

**13. Certificates**

Certificates are presented to candidates when received.

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

Any certificates not collected are retain by NAPA securely. They can be requested by arranging a collection with the reception staff.

**14. Complaints**

Complaints regarding the centre’s delivery or administration of a qualification should be made following NAPAs complaints procedure found on NAPA website.

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**EXAMINATION CONTINGENCY PLAN**

* **AIMS OF THE EXAM CONTINGENCY PLAN**

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the exam system at NAPA affecting candidates across several awarding organisations.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. This Examinations Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications at NAPA.

The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The priority when implementing contingencies will be to maintain three principles:

* + Delivering assessments to published timetables
  + Delivering results to published timetables
  + Complying with regulatory requirements in relation to assessment, marking and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, the Senior Leadership Team will agree the additional actions required.

* **COMMUNICATIONS**

In the event of local disruption communication to teachers and students will take place through the Exams Officer following agreement with the Headteacher.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.

This includes communication between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public. www.ofqual.gov.uk

The organisations involved in this Joint Contingency Plan are committed to:

* + Sharing timely and accurate information as required to meet the aims of the plan
  + Communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented, and any actions required of them as a result
  + Ensuring any messages to the public are clear and accurate.
* **DISRUPTION OF TEACHING TIME – NAPA CLOSED FOR AN EXTENDED PERIOD**

If NAPA is closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning. It is the responsibility of NAPA to prepare students, as usual, for examinations. NAPA should plan to facilitate teaching and learning by an alternative method or alternative location.

Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website: <https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings>

* **DISRUPTION TO THE DISTRIBUTION OF EXAMINATION PAPERS**

If the distribution of examination papers to centres in advance of Examinations is disrupted:

* + The awarding organisations to source alternative couriers for delivery of hard copies
  + The awarding organisations would provide NAPA with electronic access to examination papers via a secure external network. Awarding organisations would fax Examination papers to centres if electronic transfer is not possible. The examinations officer must ensure that all copies are received, made and stored under secure conditions.
* **CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF CRISIS – CENTRES REMAIN OPEN**

If candidates are unable to attend examination to take examinations as normal. This contingency applies if NAPA becomes closed due to extreme issues on NAPA site e.g. fire:

* + NAPA can liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ

guidance on alternative site arrangements can be accessed through the JCQ website

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

* NAPA can offer candidates an opportunity to sit any examinations missed at the next available series.
* NAPA can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control.
* JCQ guidance on special consideration can be accessed through the JCQ website:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>

* **CENTRES ARE UNABLE TO OPEN AS NORMAL DURING THE EXAMINATION PERIOD**

If NAPA is unable to open as normal for scheduled examinations, it must inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for NAPA to open lies with the Head of centre. The Head of centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open:

* + NAPA should open for examinations and examination candidates only if it is possible.
  + NAPA should use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible).
  + NAPA may offer candidates an opportunity to sit any examinations missed at the next available series
  + NAPA can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3).
* **DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION SCRIPTS**

If there is a delay in normal collection arrangements for completed examination scripts:

* + NAPA will seek advice from awarding organisations and normal collection agency regarding collection. NAPA must not make arrangements for transportation without approval from awarding organisations.
  + NAPA must ensure secure storage of completed examination scripts until collection.
* **ASSESSMENT EVIDENCE IS NOT AVAILABLE TO BE MARKED**

If due to large scale damage to, or destruction of, completed examination scripts/assessment evidence before it can be marked:

* + The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
* The candidates should retake affected assessment at subsequent assessment window.

**DISRUPTION TO THE SCANNING PROCESS – WHERE COMPLETED EXAMINATION SCRIPTS ARE BEING SCANNED IN PREPARATION FOR ONSCREEN MARKING**

If the examination boards scanning process is disrupted, resulting in a risk to the delivery of results by scheduled dates:

* + The awarding organisations should implement their existing contingency plans for disruption to onscreen marking process
  + The awarding organisations should revert to traditional form of marking
  + The awarding organisations should recruit, train or re-standardise qualified new markers.
* **MARKERS UNABLE TO MARK EXAMINATION SCRIPTS ACCORDING TO MARKING SCHEDULES**

If the examination board markers are unable to mark examination scripts resulting in a risk to the delivery of results by scheduled dates:

* + The awarding organisations should re-allocate scripts to available markers
  + The awarding organisations to recruit train or re-standardise qualified new markers and prioritisation of marking to be based on results dates.
* **DIFFICULTY IN MEETING PLANNED SCHEDULE OR UNABLE TO ISSUE RESULTS**

Inability of awarding organisations (including the case of a single awarding organisation) to either meet planned schedule for issue of results, or to issue results as planned due to a systems failure. If the awarding organisation(s) face delay in meeting the planned schedule for issuing results:

* + The awarding body should establish priorities for processing results; implement existing contingency plans for disruption to the schedule for issuing results.
  + If awarding organisation(s) face difficulty in issuing results as planned due to a systems failure: in consultation with regulators, assess the level of disruption and consider alternative options for issuing results dependent upon the nature of the particular systems failure, the awarding organisations and regulators to liaise with relevant organisations (i.e. UCAS, CAO) regarding process of candidate progression to further and higher education.
* **AWARDING ORGANISATIONS UNABLE TO ISSUE ACCURATE RESULTS**

Due to system error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate:

* + The candidates, NAPA and stakeholders will be informed of any incorrect results
  + The awarding organisations will re-validation results
  + The awarding organisations to re-issue results, via alternative format if necessary.
* **CENTRES ARE UNABLE TO DISTRIBUTE RESULTS AS NORMAL**

If NAPA is unable to access or manage the distribution of results to candidates, or to facilitate a postal results services, NAPA should contact the awarding organisations about alternative options:

* + NAPA will make arrangements to access its results at an alternative site.
  + NAPA will make arrangements to coordinate access to post result services from an alternative site.
  + NAPA will share facilities with other centres where possible.
* **SUMMARY OF NAPA RESPONSIBILITIES IN THE EVENT OF DISRUPTION TO EXAMINATIONS**
  + Preparing plans for any disruption to exams as part of centres’ general emergency planning.
  + Preparing candidates for examinations.
  + Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations.
  + Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions.
  + Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open.
  + Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations.
  + Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.

**This Policy was prepared September 2018**

**This policy was updated Feb 2024**

**The policy is due for review Sep 2024**

**Operations Manager**

**Jamie Wilks**

**Trustee**

**Chris Gruca**