

**South Thames Colleges Group**

**EXAMINATIONS & ASSESSMENT POLICY - RESPONSIBILITIES**

**Policy Owners:**

Head of Exams and Assessment (KC)/Heads of Admin & Exams (CC/MC & STC)  
Assistant Principals

**Responsibilities:**

**1. Principals**

- Have overall responsibility for the colleges as approved exams centres and as Heads of Centres are accountable to the awarding bodies for ensuring centres are compliant with published JCQ regulations and awarding body requirements in order to ensure the security and integrity of examinations/assessments at all times. Responsibility is significantly devolved to centres' Heads of Exams
- Are familiar with the contents of annually updated JCQ publications, take responsibility for responding to the annual NCN Register update and signing the Head of Centre's declaration, and ensure policies and procedures are in place to enable centres to comply with all exam regulations relating to, amongst others, exam/assessment administration, contingency planning, malpractice, data protection, access arrangements and disability, conflict of interest, internal appeals

**2. Assistant Principals**

- Are familiar with the contents of annually updated JCQ publications
- Support the Heads of Exams to ensure that systems, processes and procedures which underpin compliance with regulations are adopted and followed by all staff and students to whom they apply
- Assist in the provision of college resources such as rooms and staff to enable Exams to accommodate and manage exams and assessments
- Represent Exams at a senior level

**3. Heads of Exams/Exams Teams**

- As appointed by the Head of Centre, act on behalf of centres and be the main point of contact for awarding bodies in matters relating to the administration of exams/assessments
- Understand the content of annually updated JCQ and other awarding body publications
- Compile an annual plan to ensure key tasks are undertaken and key dates and deadlines met
- Notify senior management, teaching and relevant support staff and students of exam dates and deadlines, regulations and the application of procedures as set out by the awarding bodies including annual updates
- Make available on STCG intranet key documents for candidates and staff such as Information to Candidates
- Approve relevant access rights for centre staff to access awarding body secure internet sites
- Register with awarding bodies and/or enter candidates for exams within required deadlines, having set and published clear internal deadlines

- Support the process relating to staff Conflict of Interest declarations by informing awarding bodies as necessary and maintaining records of measures taken to mitigate risk
- Manage and administer external exams and assessments fully complying with all regulations
- Ensure students are informed of and understand relevant aspects of exams timetables including details of access arrangements and clashes and any transferred candidate arrangements when applicable
- Ensure students are informed of and understand rules relating to lateness, food and drink, watches/phones, results issue and post-results services
- Consult with teaching staff to ensure that assessments are completed in accordance with awarding body guidelines and deadlines
- Receive, check and securely store all live exam materials and exam stationery, liaising with other centre staff on the requirements for maintaining the integrity and confidentiality of exam materials and keeping relevant records; carry out exam day checks to ensure only the correct papers are opened
- Store completed scripts securely and despatch within timescales using methods specified by awarding bodies
- Apply for access arrangement approval, store relevant documents in electronic format and make available for inspection purposes (specific access arrangement inspections are handled by access arrangement assessors)
- Liaise with Learning Support on access arrangement issues
- Administer and apply access arrangements in line with the JCQ “Access Arrangements, Reasonable Adjustments and Special Consideration” and other awarding bodies’ guidelines as appropriate; make applications for special consideration in eligible cases
- Recruit and train/update annually (autumn term) a team of internal/external invigilators ensuring they understand processes for checking candidate identity, lateness, exam room absence or illness, malpractice, emergency evacuation; deploy invigilators, appointing lead invigilators as required; keep a record of training provided for the required period
- Work with access arrangement assessor (AAA) to ensure invigilators supervising access arrangement candidates and those supporting access arrangement candidates (e.g. reader, scribe) fully understand their role and what is permissible in the exam room
- Inform the JCQ Inspection Service of alternative site arrangements within timescales when necessary
- Co-operate with and accompany all JCQ and other awarding body inspectors throughout inspections
- Process registration, exam and assessment fee invoices
- Submit assessment marks; despatch, track and store returned work and any other material required by awarding bodies correctly and on schedule
- Publish results to students and staff as appropriate and manage results’ days in liaison with curriculum staff; Co-ordinate and apply for post-results services
- Distribute certificates to students
- Collate and record learner outcomes for internal purposes, in particular record results within target timescales
- Keep records as required by JCQ and other awarding bodies for required periods

#### **4. Heads of School/Heads of Section/Teaching Staff**

- Ensure all centre or new qualification approvals are in place before the start of academic year in which they are delivered
- Notify Exams of all new qualifications and support requirements as soon as they are planned and at least in the curriculum year before first delivery
- Research and include awarding body registration and exam fees, and other relevant exam and assessment information, within the planning and course approval process

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| Policy Title: Exams & Assessments Policy - Responsibilities | Staff Member Responsible: Assistant Principal - FE |
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- Keep up-to-date with awarding body subject and teacher-specific information relating to assessment of qualifications
- Approve course/entry/level/tier changes and transfers and inform Exams
- Support Exams in disseminating information within Schools/teaching areas
- Guide and advise students on exam procedures, regulations and behaviour requirements
- Comply with internal deadlines set by Exams and provide information when requested. Through compliance minimise the risk of late fees.
- Approve late entries and payment of fees before submission to Exams
- Take responsibility for ensuring Exams has the necessary information to register students for the correct qualification with awarding bodies within deadlines
- If responsible of managing internal assessment tests, follow awarding body regulations particularly in respect of security of exam materials
- Ensure students are informed of their centre assessed marks so that they may if they wish request a review of internal marking before marks are submitted to the awarding body
- Provide samples of work required for external moderation by deadlines when required
- Complete accurately and within deadlines:
  - assessment mark sheets and declaration sheets
  - registration and exam entry sheets, making additions or deletions as necessary
  - achievement and certification claim forms
- Notify AAA of students who may qualify for an access arrangement and provide when requested supporting access arrangement evidence (normal way of working)
- Put in place appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Liaise with Exams on results and post-results procedures and actions

## 5. Access Arrangement Assessor/Learning Support

- Understand the contents, refer to and direct centre staff to annual updated JCQ and other awarding bodies' relevant publications, in particular JCQ's Access Arrangements and Reasonable Adjustments
- Contact, manage testing sessions and carry out assessments of candidates to identify access arrangement requirements and lead on access arrangement and reasonable adjustment processes
- Identify, test and provide all necessary evidence such as personal data consent, privacy notices and data protection confirmation forms to support learners' eligibility for access arrangements
- Liaise with teaching staff to gather evidence such as normal way of working
- Liaise with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Liaise with Exams on the feasibility of putting access arrangements in place within the resources of each centre
- Provide readers/scribes/prompters and other types of support for Exams as and when required
- Provide training or update training annually for the above Exams support activities to relevant staff and keep a record of the content of the training provided for required periods
- Employ good practice in relation to the Equality Act 2010; in consultation with the candidate, ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of this Act
- Handle JCQ access arrangement inspections when they occur and keep electronic evidence folders inspection ready at all times; present when requested by a JCQ inspector evidence of the assessors' qualifications
- Be responsible for backing up evidence folders kept electronically and have in place a method to access them should IT failure occur at the time of an inspection

- Be responsible for the employment of suitably qualified assessors within JCQ guidelines, keep records of assessors' qualifications and present them during inspections
- Have in place a written process to not only check the qualification(s) of assessors but also that correct procedures are followed in line with the JCQ publication "Access Arrangements and Reasonable Adjustments"
- Keep to internal deadlines for the completion of access arrangement processes, notably 31 January each year for all JCQ awarding body qualifications

## 6. Invigilators

- Attend training/update training annually, as well as briefing and review sessions as required
- Provide information on availability to work when requested
- Arrive punctually before the start of exams and be flexible regarding exam end times
- Supervise the exams environment including display of posters, light, temperature and noise levels
- Follow college procedures for verifying candidate identities and seat candidates in exam rooms according to seating plans provided; complete exam registers accurately
- Understand and comply with rules for absence, lateness and malpractice and complete any necessary paperwork or incident reports
- Be familiar with and able to put into practice emergency evacuation procedures
- Ensure that all exams are delivered in accordance with the JCQ "Instructions for Conducting Examinations" and other awarding body regulations as appropriate
- Collect and collate exam papers in the correct order and any other exam materials at the end of the exam and return securely and promptly
- Keep confidential all exam related information to which they have access

## 7. IT Support

- Provide immediate response for technical support issues during online exams
- Ensure software installations are completed and updated by required deadlines
- Provide technical support for out of hours online exams, evenings and weekends in line with schedules published by Exams
- Consider implications for exams should IT failures occur and have back-up plans in place to deal with disruptions

## 8. Students

- Confirm and sign for registration or exam entries where applicable; notify Exams staff of any discrepancies
- Read and comply with documentation regarding college and awarding body examination rules and regulations when provided
- Understand assessment regulations and sign a declaration that authenticates the assessment work as their own if required
- Check exam timetables, access arrangement and clash details and raise queries in a timely fashion
- Arrive at exam rooms punctually before the start of exams
- Comply with all regulations and invigilators' instructions in exam rooms and understand that penalties may apply for bad behaviour and contravention of the rules particularly relating to mobile phones
- Provide appropriate evidence to support special consideration requests where required
- Meet internal deadlines regarding post-results services and pay for such services in advance of the application being made

- Provide written authorisation if someone has been asked to collect results or certificates on their behalf and inform that person they must provide ID evidence when collecting
- Respond to requests to attend sessions to be tested for access arrangement eligibility by deadlines given. STCG colleges can refuse to process approvals after published deadlines, notably 31 January each year
- Must keep themselves available up to and including the JCQ's exam contingency day at the end of the summer series of exams in case significant disruption has necessitated the re-scheduling of exams

## **9. Management Information Systems (MIS)**

- Deal promptly with Exams' queries regarding course titles, codes, QANs, learner enrolments and so on
- Update the ILR regularly especially in September/October to enable informed analysis of all course results
- Inform Exams in a timely fashion of planned changes in process that directly affect Exams

## **10. Information Development**

- Provide and update reports in appropriate formats to enable Exams staff to submit registration, exam entry and other data to awarding bodies
- Manage ProAchieve/ProMonitor uploads to analyse achievement and the various PD reports on performance
- Make A Level and GCSE results available to students on Proportal on official results days
- Take responsibility for external reporting of college achievement data

## **11. Site Services/Security/Reception (as appropriate)**

- Receive exam materials, log receipt and deliver immediately to Exams Offices for secure storage
- Greet awarding body inspectors and promptly inform exams staff of their arrival
- Set up and break down rooms as requested
- Provide support in managing large numbers of candidates especially for GCSE English and Maths exams in May/June
- Be aware of exam evacuation procedures, liaise closely with exams office staff in the event of an evacuation and allow exam candidates to be the first to return to the building after the all-clear
- Ensure fire alarm testing takes place at times that will not disturb any exams taking place and whenever possible schedule work that could cause disruption at non-exam times

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