

Exam Policy

Incorporating

Reasonable Adjustments and Special Considerations

Contingency and Adverse Effects Planning

This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

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EXAM POLICY

1. INTRODUCTION

We are committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre exam process are documented, and other relevant exams-related policies, procedures and plans are signposted.
- the workforce is well informed and supported.
- all centre staff involved in the exams process clearly understand their roles and responsibilities.
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance, and instructions, thus ensuring that the integrity and security of the examination/assessment system is always maintained and is not brought into disrepute” [JCQ General regulations for approved centres).
- examination learners understand the exams process and what is expected of them.

This policy is reviewed biennially to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and Awarding Body) regulations, instructions, and guidance.

This policy will be communicated to all relevant staff.

2. ROLES AND RESPONSIBILITIES

2.1 Head of Centre¹

- has overall responsibility for the provision as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to JCQ Suspected Malpractice Policies and Procedures available here.

2.2 Exams Officer²

- manages the administration of internal exams
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.

¹ This is the individual to whom the CEO & Founder has delegated responsibility for the leadership of their centre.

² This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- oversees the production and distribution, to all centre 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 and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in JCQ A guide to the special consideration process 2023/24 – General and Vocational qualifications available here.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- process any necessary applications to gain approval (if required) for access arrangements in conjunction with the Clinical Director.

2.3 Subject Lead/Teachers

- guidance and pastoral oversight of learners who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

- supplying information on entries, coursework and controlled assessments as required by the Subject Lead and/or Exams Officer.
- responsible for submitting estimated grades to the Exams Officer when requested.

2.4 Clinical Director

- guidance and pastoral oversight of candidates in conjunction with Teachers.
- identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put in place exam day arrangements.
- support the Exams Officer in preparing any necessary applications to gain approval (if required) for access arrangements.
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

2.5 Invigilators

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the Exams Officer.

2.6 Candidates

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

2.7 Qualifications Offered

- The qualifications offered at this centre are decided by the Head of Centre.
- The qualifications offered in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed as soon as possible.
- Informing the Exams Officer of changes to a specification is the responsibility of the Head of Centre.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Centre.

2.8 Exam timetables

- Once confirmed, the Exams Officer will circulate the exam timetables for internal exams at a specified date before each series begins.

2.9 Entries, entry details and late entries

- The organisation does not accept entries from private candidates.
- The centre does not act as an exams centre for other organisations. Entry deadlines are circulated to Teachers via email.
- Teachers will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head of Centre.

2.10 Exam 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.
- The Exams Officer will publish the deadline for actions well in advance for each exams series.
- GCSE entry exam fees are paid by the referring school and/or the Local Authority as appropriate.
- Late entry, amendment or re-sit fees are paid by the referring school and/or the Local Authority as appropriate.

2.11 Equality Legislation

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre & Exams Officer under the direction of the approved specialist assessor.

2.12 Reasonable Adjustments and Special Considerations

- We are committed to complying with all relevant legislation concerning the development and delivery of qualifications. We aim to provide fair access to assessments, considering the specific needs of individual learners.
- Reasonable adjustments may be required for learners with a permanent disability or specific learning needs. Special considerations could apply in cases where a learner has

a temporary disability, medical condition, or other temporary adverse conditions affecting their performance during assessments.

2.13 Definition of Reasonable Adjustments

- Reasonable adjustments are actions that minimise or eliminate the effect of a disability or difficulty that places a learner at a substantial disadvantage during an assessment. They may involve:
 - Extending the time allowed for an assessment.
 - Adapting assessment materials.
 - Providing assistance such as a reader or a sign language interpreter.
 - Modifying the assessment environment.
 - Allowing the use of assistive technology, like screen readers.
- These adjustments are approved in advance and aim to provide the learner with fair access to the assessment.

2.14 Requesting Reasonable Adjustments

- Learners should notify Hatfield Wick Education staff members of any reasonable adjustments they require. Hatfield Wick Education will be responsible for submitting these requests to the relevant awarding organisation.

2.15 Definition of Special Considerations

- Special considerations can be applied post-assessment if a learner was at a disadvantage during the assessment for reasons beyond their control. Requests must be made by a Hatfield Wick Education staff member within the timeframe specified by the awarding organisation. Successful applications may result in a small adjustment to the learner's mark.

2.16 Record-Keeping

- All documents relating to reasonable adjustments and special considerations should be securely stored, both digitally and in paper format. Awarding organisations must be granted access to these records upon request. The approved specialist assessor and/or Clinical Lead will inform Teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- A candidate's access arrangements requirement is determined by the approved specialist assessor.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Exams Officer.

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

2.17 Contingency & Adverse Effects Planning

- Contingency planning for exams administration is the responsibility of the Exams Officer. We aim to ensure:
 - Consistency in the delivery of courses to published standards.
 - Assessment scheduling in accordance with published timetables.
 - Timely communication of results.
 - Regulatory compliance concerning assessment, marking, and qualification standards.

2.18 Communication

2.18.1 Localised disruptions:

- Communication with Teachers and candidates will be coordinated by the Exams Officer and/or the Head of Centre.

2.18.2 Widespread disruptions:

- We will follow all guidelines provided on the [Ofqual website](#), notifying all involved parties promptly and transparently.

2.19 Key Risks and Associated Actions

2.19.1 Unavailability of Qualified Personnel

- We will confirm staffing arrangements at least two weeks before course commencement, providing substitutes as needed.

2.19.2 IT System Failures

- We will maintain secure backups of all assessments, feedback, and student work, both digitally and in paper format.
- We will provide learners with printable course materials when needed.
- We will consult with NCFE regarding their contingency plans.

2.19.3 Extended Centre Closure

- Keep learners and staff informed about possible disruptions and alternative educational arrangements.
- Promote remote learning and online submission of assignments through our platform.

2.19.4 Inaccessible Assessment Evidence

- Hatfield Wick Education is responsible for securely storing all assessment evidence, both digitally and in paper format, to minimise the risk of loss or damage.

2.19.5 Results Distribution Issues

- Engage promptly with awarding bodies for alternative distribution options.
- Notify learners immediately about any changes or delays in results distribution.

2.19.6 Withdrawal of Qualifications

- Should a qualification or unit be withdrawn for any reason, Hatfield Wick Education will prioritise the interests of the learners by identifying alternative qualifications or arrangements, facilitating transfers as necessary.

Contingency plans are available via email, briefing meetings & centre intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.