Exams Framework

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1.   Exam responsibilities

The Head of Examinations & Customer Services (SLST):
- has overall responsibility for the college as an exam centre and is responsible to the awarding bodies for making sure all examinations/assessments are conducted to instructions provided.
- providing advice on appeals/re-marks and is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected Malpractice In Examinations And Assessments*.
- oversees the delegation of tasks and administration of duties listed below:

Examinations Team Leader and Co-ordinator[1]:
- manages the administration of exam registration/internal and external 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.
- oversees the production and distribution to all centre staff and candidates of an annual calendar for all exams 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.
- manages access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- manages all aspects of exam invigilation; organising 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 any post results service requests to the awarding body in consultation with the Head of Examinations & Customer Services (SLST).

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[1] This is the individuals to whom the Head of Centre has delegated responsibility for the administration of exams.

Curriculum Area Managers are responsible for:
- guidance, support for tutors relating to all exam processes and procedures.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams team.
- accurate completion of coursework/non-examination assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Tutors are responsible for:
- supplying information on entries, coursework and non-examination assessments as required by the head of faculty (HoF) and/or exams team.

Please refer to the Non-Examination Assessment Policy *for further information.*

2. Equality Legislation

All exam centre staff must ensure that they meet the requirements of the Equality Act 2010.

The College will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the **Head of Examinations & Customer Services (SLST).**

The ALS Key worker/support worker or curriculum learning Mentor and exam access arrangement assessor is responsible for:
- informing the tutor of the candidates with special educational needs and any special arrangements that individual candidates may need during their course and in any assessments/exams.
- identification and testing of candidates' requirements for access arrangements and notifying the exams team in good time so that they are able to process any necessary applications in order to gain approval.
- working with the exams team to provide the access arrangements required by candidates for exams

Please refer to the Exam Disability Policy for further information.

3. Access arrangements

A candidate's access arrangements requirement is determined between the tutor/candidate and should be the candidate's normal way of working. For example, if a word processor is required in an exam the candidate should be receiving the same support in their class.

Please refer to the Exam Word Processor Policy for further information.

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the tutor and will be enforced by the Examinations Team Leader/Co-ordinator.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Co-Ordinator in consultation with the Examinations Team Leader.

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

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Team Leader on receiving authorisation from Head of Examinations & Customer Services (SLST).

Invigilators are responsible for:
- maintaining security before, during and after examinations
- the efficient running of exams according to JCQ regulations
- collection of exam papers/candidate log-ins and other materials from the exams office before the start of the exam.
- collection of all exam papers in the correct order/candidate log-ins at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:
- ensuring personal details have been captured accurately at enrolment
- confirmation of entries and exam scheduling.
- confirmation of required Access Arrangements
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Informing their tutor/exams if unable to attend an exam and provide relevant evidence for awarding body use
- ensuring they conduct themselves in all exams according to the JCQ regulations.
- Collecting results/certificates as informed by the College.

4. Qualifications offered

The qualifications offered by the College are decided by the Curriculum HoFs and/or Assistant Principals.

The types of qualifications offered are an extensive range of HE, Access to HE, Vocational and BTEC Qualifications, GCE, GCSE, Functional Skills, Entry Levels and various short courses.

The subjects offered for these qualifications in any academic year may be found in the College's prospectus. If there is to be a change of specification for the next year, the exams office must be informed by 1st July.

Informing the exams office of changes to a specification is the responsibility of the Head of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken by Curriculum Area Manager in consultation with their tutor.

5.   Exam series/On-demand

External timetabled exams and assessments are scheduled by the awarding body.

External on-demand exams are scheduled by the tutor in conjunction with the Exams Team.

The Head of Faculty decides which exam series are used in the College.

6.   Exam timetables

Once confirmed, the Exams Team Leader will circulate the central examination timetable on a weekly basis via the Communications Mailbox announcement linked to KC Share, external exam website supported by ProPortal and paper copies in all centres.

7.   Entries, entry details and late entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The College accepts vocational qualification and University admission entries only from private candidates.

The College acts as an examinations centre for other organisations.

Entry deadlines are circulated to Curriculum Area Managers/tutors via email and published on KC Share.

Curriculum Area Managers/tutors will provide estimated entry information to the exams team to meet JCQ and awarding body deadlines.

Entries and amendments made after the published college deadlines will be subject to internal and external late fees as per Exam Fees below.

8. Re-sits

Re-sits should be carefully planned and incorporated into Curriculum Schemes of Work and Lesson Plans. These can then be booked with the Exams Team in advance.

The learner should be offered a **maximum of two re-sits per year** (subject to availability of the exam windows). Exceptions are made to this allowing the exams department to ensure that a revision period is provided.

Re-sits will be charged with exception of funded learners.

9. 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 published 'Curriculum Schedule of Exam Deadlines'.

The Examinations Team Leader will publish the Schedule of [Exam Curriculum Deadlines](#) via Heads of Faculty and KC Share.

All adult learners with the exception of those in receipt of JSA/ESA(WRAG) /Universal Credit or meet other fee remission criteria will be charged their examination/ registration fees.

All learners retaking examinations with the exception of funded learners will be charged the examination retake fee, which is payable prior to examination entry.

All learners (including 16-18 year olds) who have been entered for an exam but do not attend on the day will be charged a minimum fee of £10.00

Anyone wishing to obtain past results who has not been enrolled with the College for the present or previous academic year, may be required to pay a fee of £10 to cover the administration costs incurred.

If a currently enrolled learner wishes to sit an exam for which they are not enrolled, they may be able to sit the exam, but will be subject to an additional fee. Students enrolled on existing courses will be charged £50, plus the examination fee, to sit an examination for which they are not enrolled. If a person who is not enrolled at the College wishes to sit an exam, they may be able to sit the exam, but will be subject to an external candidate fee. External Candidate Exam fees are calculated based on the specific requirements of each candidate. The current Fees List is available from Examination Services.

Centre fees of either £10 fixed fee or £3 per exam unit, will be added to exam registrations/entries (including re-sits) to assist with Invigilator fees, exam paper printing, printing of result slips, postage of coursework and notification of certificate collection, candidate exam schedules, etc.

If internal examination registration and/or entry deadlines are missed, a fixed fee of £10 will be charged either directly to the student or the college department depending on responsibility for the late submission.

If late submission of an examination registration and/or entry causes the college to miss the awarding body deadlines, the resulting fees will be recharged either directly to the student or the college department depending on the responsibility for the late submission.

Examination fees/registration fees may only be refunded if the entry/registration has not been processed at the time of refund application.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Examinations & Customer Services (SLST).

Contingency plans are available via email, noticeboard, KC Share, the college website, ProPortal and are in line with the guidance provided by Ofqual, JCQ and awarding bodies.

Please refer to the [Exam Contingency Plan](#) for further information.

11. Private Candidates

Managing private candidates is the responsibility of the Examinations Co-ordinator in consultation with Head of Examinations & Customer Services (SLST).

12. Estimated Grades

Tutors are responsible for submitting estimated grades to the exams team on request or as per special arrangements direct to the awarding body previously approved by the exams team.

13. Managing invigilators

External staff will be used to invigilate examinations.

Internal staff will be used to invigilate examinations assisting with peak periods.

Invigilators are recruited and trained by the Examinations Co-Ordinator in consultation with the Head of Examinations & Customer Services (SLST).

Invigilators are timetabled and briefed by the Examinations Team Leader/Co-Ordinator in consultation with the Head of Examinations & Customer Services & (SLST).

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resource Department.

DBS fees for securing such clearance are not paid by the College.

Invigilators rates of pay are set by the Director of HR.

14. Malpractice/Maladministration

The Head of Examinations & Customer Services (SLST) in consultation with Examinations Team Leader is responsible for investigating suspected malpractice and reporting to relevant Awarding Body

- Malpractice – any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates.
- Maladministration – any activity or practice which results in non-compliance with administrative regulations and requirements, including the application of persistent mistakes or poor administration with a centre.

15. Exam days

The Examinations Team Leader will book all exam rooms after liaison with other users and make the question papers/electronic bookings, other exam stationery, and materials available for the invigilator.

Facilities are responsible for setting up the allocated rooms, and will be advised of requirements a minimum of one week in advance.

The Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present before the start of the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty in accordance with JCQ's recommendations.

After an exam, the Examinations Team will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams Team Leader/College Post Officer.

16. Late and Absent Candidates

The Examinations Team Leader is responsible for handling late or absent candidates on exam days.

- Late candidates – (within 30 minutes of the exam starting time) will be allowed to enter the examination room and sit the examination with full-time provided.

- Very late candidates (more than one hour after the published exam starting time which last one hour or more) – will be allowed to enter the examination room and sit the examination with full-time provided. However, the candidate will be warned that the awarding body may not accept/mark their work.

- Absent candidates – will be reported to curriculum tutor via attendance register and charged the college non-attendance fee.

17. Candidate Conduct and Behaviour

All exam information will be published across college and candidates informed by tutors of dates, times and venues. Only GCSE, GCE and Special Arrangement (paper based exams) candidates will be provided with written information and text message reminders in advance of each exam series.

The College's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the College accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Invigilator.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

18. Clash candidates

The Examinations Team Leader will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

19. Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Examinations Team Leader to that effect. A special consideration form is available to report this from the exam invigilator and/or examinations office.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams team will make a special consideration application to the relevant awarding body within 10 days of the exam.

20. Internal/non-examination assessments

It is the duty of Heads of Faculty to ensure that all internal/non-examination assessments are ready for dispatch at the correct time. The exams team will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally/non-examination assessed work are provided to the exams office by the tutor/Curriculum Area Manager. The Examinations Team Leader will inform staff of the date when appeals against internal/non-examination assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. Please refer to the *Kirklees College Internal Assessment and Appeals Policy* for further information.

21. Results

Candidates will be informed of the method of individual result slips to be received on results days
- in person at the centre with evidence of Personal Photographic Identification *(results can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.*
- by post to their home address

The results slip will vary from different awarding bodies and also may be in the form of a college produced document.

Arrangements for the College to be open on results days are made by the Head of Examinations & Customer Services (SLST).

The provision of the necessary staff on results days is the responsibility of the Head of Examinations & Customer Services (SLST).

22. Review of Results (RoR)

RoRs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical re-check requires the written consent of the candidate. A request for a review of an original moderation will not be available if the non-examination assessment or coursework marks have been accepted without change by an awarding body. Where awarding bodies have implemented changes to marks a re-moderation may be submitted with the consent of the group of candidates.

The cost of an RoR will be paid by either the curriculum department or candidate as appropriate in advance.

All decisions on whether to make an application for an RoR will be made by the Head of Examinations & Customer Services (SLST) within 2 weeks of the close of the exam series or by the Awarding Body deadline.

If a candidate's request for an RoR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of RoRs will be the responsibility of the Examinations Team Leader/Co-ordinator following the JCQ guidance.

23. Access to Scripts (ATS)

After the release of results, candidates may ask the exams team to request the return of written exam papers within the awarding body deadline.

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

A review of marking cannot be applied for once an original script has been returned. The cost of an ATS will be paid by either the curriculum department or candidate as appropriate in advance.

Processing of requests for ATS will be the responsibility of the Examinations Team Leader/Co-ordinator following the JCQ guidance.

24. Certificates

Candidates will receive their certificates

- in person at the centre with evidence of Personal Photographic Identification
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- by post to their home address **ONLY** in exceptional circumstances and on special request. If the certificate gets lost in the post it is the candidate's responsibility to replace by ordering from the awarding body, not the College.

The College retains certificates for 12 months as per awarding body regulations.

A replacement certificate may not always be re-issued by an awarding body, in such cases a transcript of results may be issued. In both cases this will only be if a candidate agrees to pay the costs incurred. Candidates are advised to apply direct to the relevant awarding body.