



# **Bromley Adult Education College**

## **Exam Policy**

**2020-21**

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## **The Policy Purpose**

The purpose of this policy is:

To ensure the planning and management of exams is conducted efficiently and in the best interest of the 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 college's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually by the qualifications officer.

## **Exam Responsibilities**

### **Qualifications Officer**

Manages the administration of public exams:

Advises the senior management team, heads of centres, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding organisations.

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.

Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.

Consults with teaching staff that necessary coursework, controlled assessment and speaking assessments are completed on time and in accordance with JCQ regulations.

Provides and confirms detailed information on estimated entries, as required.

Receives, checks, records receipt and accuracy of exam papers.

Stores securely all exam papers and completed scripts.

Administers access arrangements and reasonable adjustments for candidates using the JCQ publication 'Adjustments for candidates with disabilities and learning difficulties 2020-21'.

Identifies and manages exam timetable clashes.

Line manages the Examinations' Assistant in organising the recruitment, training and monitoring of a team of exams' invigilators responsible for the conduct of exams.

Submits candidates coursework and speaking assessment marks.

Tracks and stores coursework and any other materials required by the appropriate awarding organisation correctly

Despatches all scripts and relevant coursework on schedule and in accordance with GDPR requirements.

Arranges for the dissemination of exam results and certificates to candidates.

Forwards, in consultation with the head of adult learning, any appeals/remark requests.

Maintains systems and processes to support the timely entry for candidates for their exams.

## **Tutors**

Tutors are responsible for:

Notification of candidates with access requirements (as soon as possible after the start of the course).

Informing the examinations office staff of any late enrollers on their course

A member of the management team is responsible for :

Provision of additional support to learners who have been identified by the BAEC specialist assessor as requiring support, such as spelling, reading, mathematics, dyslexia or essential skills assistance, hearing impairment, English for Speakers of Other Languages, IT equipment — to help candidates achieve their course aims.

## **Invigilators**

Invigilators are responsible for:

Collection of exam papers and other materials from the exams office before the exam.

Conduct of the examination.

Collection of all exam scripts in the correct order at the end of the exam and their return to the exams office.

## **Candidates**

Candidates are responsible for:

Submitting their exam entry before the college closing date.

Providing medical or psychological evidence of any special requirement request for exams. This includes additional time allowance and use of word processors.

Understanding coursework, controlled assessment and speaking assessment regulations and signing a declaration that authenticates the assessments as their own.

Making sure they attend the correct centre on the date and time given on their statement of entry.

Reading all rules and regulations sent to them in advance of the exam.

## Qualifications Offered

The qualifications offered at Bromley Adult Education College are decided by the college heads of centres.

The qualifications currently offered are:

AQA GCSE English

AQA GCSE Maths

City & Guilds 3847 Entry Level English Skills

City & Guilds 3847 Entry Level Maths Skills

CPCAB Level 2 Award in Introduction to Counselling Skills

CPCAB Level 2 Certificate in Counselling Skills

Gateway Level 1 Award in English

Gateway Essential Digital Skills Qualification Entry 3 Award

Gateway Essential Digital Skills Qualification Level 1 Award

IAB Level 1 Award in Computerised Accounting for Business

IAB Level 2 Certificate in Computerised Accounting for Business

NCFE Level 2 Certificate in Photography

NCFE Level 3 Certificate in Photography

NOCN Level 1 Award in Maths Skills

OCN LR Level 1 Award in Office IT Skills

OCN LR Level 2 Award in Office IT Skills

Pearson Edexcel Functional Skills in English (Entry 1 to Level 2)

Pearson Edexcel Functional Skills in Maths (Entry 1 to Level 2)

Signature Level 1 Award in British Sign Language

Trinity College English for Speakers of Other Languages (Entry 1 to Level 2)

The subjects offered for these qualifications in any academic year may be found on [www.baec.ac.uk](http://www.baec.ac.uk) If there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of August.

Informing the exams office of changes to a syllabus is the responsibility of the heads of centres.

## Exam Sessions

Internal exams and assessments and controlled assessments are scheduled on demand.

External exams and assessments are usually scheduled in December, March, May and June. However, they may also be scheduled at other times according to demand and availability.

The heads of centres decide which exam series are used in the centre.

On demand tests are to be scheduled in agreement with the Qualifications Officer.

#### Timetable

Once confirmed, the qualifications officer will display the exam timetable for external exams on the notice boards in each of the main centres.

### **Timetable Deviations**

Candidates must attend all exams on the dates advised. In cases of non-attendance due to illness the candidate must provide a medical certificate. If it is possible to reschedule the exam the candidate may be accommodated with another group of candidates. If this is not possible the candidate may have to forego the exam. In exceptional circumstances it may be possible to schedule a session for a single or small group of candidates. In this case the candidate would pay for additional administration, invigilation and room hire. The current fee would be £50 for the first hour (or less) plus £20 for each subsequent hour. This is in addition to the awarding organisation exam fee and BAEC exam admin fee.

### **Late and Absent Candidates**

Candidates who arrive late for their exam may be allowed entry if the JCQ examination requirements are met. Please see the Late and Absent candidate policy for further information.

### **Entries, Entry Details and Late Entries**

Candidates can request a subject entry, change of level or withdrawal before the relevant awarding organisation deadline. Deadlines are available on request from the exams office.

Bromley Adult Education College does not accept exam entries from external candidates.

Entry deadlines are circulated to individual tutors via their register folder. Entry forms, including entry deadlines are available to download from the Examinations page of the college intranet.

Late entries are accepted for some subjects provided the candidate pays the relevant late entry fee and associated admin fee at the time of entry.

Bromley Adult Education College does not currently offer GCSE retake exams in November or January. Candidates are only entered for the Summer session.

## **Exam Fees**

Candidates will not be charged for change of tier, alteration or withdrawals made by the proper procedures, provided they are made within the time allowed by the awarding organisation.

Exam fees are paid by candidates. In most subjects, the first attempt at the exam is incorporated into the course fee, paid by candidates on course enrolment. Candidates must pay for any further attempts at exams.

Late entry or amendment fees are to be paid by candidates.

## **Equalities Act 2010**

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

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

Please refer to the Equal Opportunities Policy and Disability Policy for further information.

## **Access Arrangements**

The college will inform tutors of candidates with additional needs who are enrolling on a qualification course. The college will inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Making access arrangements for candidates to take exams is the responsibility of the qualifications officer, once the requirement has been confirmed by the candidate. Candidates must provide medical or psychological evidence before any access arrangements can be made. Candidates must sign a data protection declaration before applications for access arrangements may be submitted.

In accordance with JCQ requirements candidates with medical or psychological evidence of particular needs will be required to be assessed by a college appointed specialist assessor, in addition to the diagnosis already provided. The BAEC assessment will be to

assess the needs of the candidate for the particular course they are enrolled on and to suggest what, if any, adjustments may be made for their exam or assessment.

For further information please see the Access to Specialist Assessment Policy & Procedure

Submitting completed access arrangement applications to JCQ or the awarding organisation is the responsibility of the qualifications officer.

## **Reasonable Adjustments**

Candidates who have been assessed as requiring reasonable adjustments for their exams will have suitable arrangements to be made to enable them to be assessed on an equal basis to their peers. Reasonable adjustments will vary, according to the needs of the individual. A wide range of adjustments are available and some examples are listed in the BAEC Assessment Policy (including Access to Assessment, reasonable Adjustments and RARPA) document.

## **Contingency Planning**

Contingency planning for exams administration is the responsibility of the qualifications officer. Further information can be found in the Examination Contingency Plan.

## **External Candidates**

Bromley Adult Education College does not accept private candidates for examinations.

## **Managing Invigilators**

Support staff and external staff are used to invigilate examinations.

Recruitment of invigilators is the responsibility of the exams office.

In accordance with JCQ regulations DBS checks are made on all invigilators. Further information is available in the Disclosure and Barring Policy.

Invigilators are timetabled and briefed by the exams office staff.

Invigilators rates of pay are set by the college management team.

Invigilators are expected to attend a new invigilator/refresher training event every year. These are arranged by the qualifications officer.



## **Malpractice**

The qualifications officer is responsible for investigating and reporting suspected malpractice. The report will be sent to the relevant awarding body within 48 hours of the incident. Further information can be found in the Malpractice Policy.

## **Exam Days**

The qualifications officer will book all exam rooms and make the question papers and other materials available to the invigilator.

Site managers are responsible for setting up the allocated rooms in accordance with JCQ regulations.

The invigilator will start all exams in accordance with JCQ regulations.

Tutors may be present before the start of the exam to assist with identification of candidates but must not advise on which questions or sections to be attempted. They must leave the room before question packs are opened by the invigilator.

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

Exam papers must not be read by tutors or removed from the exam room before the end of a session. Those wishing to take their exam paper should be referred to the exams office, who will confirm whether the particular paper may be given to candidates.

A relevant tutor may be available to read out any subject specific instructions and start the exam, if required.

## **Candidates**

The college's published rules on acceptable dress, behaviour and candidates use of mobile phones and other electronic devices apply at all times.

Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Only materials and equipment required for the exam should be brought to the college.

Bromley Adult Education College has strict regulations regarding the possession of mobile phones and other electronic devices in exams. Mobile phones and other electronic devices are not permitted to be taken into exam rooms during exams. Candidates will be required to place all electronic equipment including phones, mp players, watches with data storage and any other

electronic device into a wallet which will be provided by the college before the start of the exam. These items will be taken by examinations staff to college reception for the duration of the exam. Candidates are responsible for collecting their property from reception staff after the exam. BAEC cannot take responsibility for loss or damage to candidate's property. Any candidate who is not prepared to follow this condition must leave their electronic equipment at home.

Candidates requiring any reasonable adjustments for examination, including extra time, use of word processor etc. must provide medical or psychological evidence of their need. They must also sign a data protection declaration before any reasonable adjustment applications are submitted to awarding organisations. In accordance with JCQ requirements candidates with medical or psychological evidence of particular needs may be required to be assessed by a college appointed specialist assessor, in addition to the diagnosis already provided.

Disruptive candidates will be dealt with in accordance with JCQ guidelines. More information is available in the Malpractice Policy. For exams longer than one hour candidates may leave the exam room if they finish early, but no sooner than one hour after the published starting time. They will not be allowed to return to the exam room under any circumstances until the exam is over and scripts have been collected.

The qualifications officer is responsible for managing late or absent candidates. There is a separate Late and Absent Candidates Policy.

For clash candidates, the supervision of escorts and identifying a secure venue is the responsibility of the qualifications officer.

## **Special Consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during the exam, then it is the candidate's responsibility to alert the college, the qualifications officer or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The qualifications officer will then forward a completed special consideration form to the relevant awarding organisation within seven days of the exam.

## **Emergency Evacuation**

If the alarm sounds during an exam the Emergency Evacuation Policy must be followed. The exam room must be evacuated and candidates supervised to ensure the integrity of the exam remains in place until the building is announced safe to return. The separate Emergency Evacuation Policy gives further guidance. On no account should an alarm sounding during an exam be assumed to be a practice.

## **Internal Assessments and Appeals**

It is the duty of heads of centres to ensure that all internal assessments are ready for moderation and/or submission at the correct time. The qualifications officer will assist by keeping a record of each despatch, including the recipient details and date and time sent.

Marks for internally assessed work are provided to the qualifications officer by tutors/head of centre.

Further information is available in the Appeals Against Internally Marked or Controlled Assessment Policy and Appeals against Externally Marked or Moderated Assessment Policy.

## **Results, Enquiries About Results (EARs) and Access to Scripts (ATS)**

### **Results**

Results of 2020/1 exams affected by COVID will be sent by email or royal mail as soon as possible after receipt by the college.

Candidates will be advised of their results on published results dates. Candidates are advised that they may collect their result if they bring ID such as their passport, on result day. Results not collected by 4pm on exam result day will be posted by first class post that day.

Results for subjects without a published release date are usually received within six weeks of the final exam or assessment. Some subjects will be longer, particularly where external moderation needs to take place.

### **Enquires About Results (EARs)**

Enquiries about Results of 2020/21 exams and assessments affected by COVID19 are not yet available.

In normal circumstances, EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates written consent is required as the final grade could be lowered, raised or remain the same after the enquiry has been completed.

In normal circumstances, GCSE candidates may request a copy of their script to decide whether to apply for a review of marking. The candidate must pay the relevant awarding body fee for this service and apply before the college deadline, which is usually less than one week after the publication of results.

If a result is queried, the Qualifications Officer, teaching staff and Heads of Centre will investigate the feasibility of asking for a re-mark at the colleges expense.

If the college does not support a candidate or parent's request for an EAR a candidate may apply to have an enquiry carried out. If a candidate requires this they will be charged the appropriate fee.

Candidates should be made aware that grades may be lowered as a result of an EAR. They need to sign a declaration confirming they are aware of this.

### **Access to Scripts (ATS)**

The Access to Script service is not yet available for 2020/21 exams and assessments affected by the COVID19 restrictions.

In normal circumstances, GCSE candidate may request a copy of their script to decide whether to apply for a review of marking. The candidate must pay the relevant awarding body fee for this service and apply before the college deadline.

After the release of results, candidates may ask exams staff to request the return of their original exam scripts. This service is currently available to GCSE candidates.

College staff may also request scripts for investigation or for teaching purposes. Written consent of candidates must be obtained before any such request is made. This is only available for GCSE subjects.

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

## **Certificates**

Certificates arrive in the centre throughout the year. In normal circumstances, candidates are invited to collect their certificate from the college. However, they may be posted by recorded delivery mail, depending on government guidelines regarding

COVID19 restrictions. All certificates must be signed for on receipt.


## Conflicts of Interest

All staff involved in teaching, marking and invigilating exams or assessments at BAEC are required to declare any conflicts of interest to the head of centre or head of adult learning. Further information is available in the Conflict of Interest Policy.

## Data Protection & Confidentiality

BAEC is a college under the control of London Borough of Bromley. College records of candidates and exams will be held securely, in line with GDPR requirements. Further information is available in the Data Protection and Confidentiality Policy.

Head of Adult Learning

  
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Elena Diaconescu

Qualifications Officer

  
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Jane Monaghan

Date

01/09/20.  
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This policy is due for review in August 2021

