

Examinations Policy

Learning together for success and progression
Approved by Academy Trust Board: 11th December 2023

Examinations Policy

Trustee Committee Responsible:	Curriculum & Quality
Nominated Lead Member of Staff:	ODS/DHG
Status and Review Cycle:	Annual
Current Review:	October 2023
Next Review Date:	October 2024

Contents

1. Roles & Responsibilities
2. Students, clash students and special consideration
3. Non-Examined Assessment Work (NEA)
4. Post-Results Service

Related Key Documents

Aims of the Policy

- 1 To ensure the College Examinations administration and management is as effective and efficient as possible
- 2 To ensure all relevant staff and students understand their roles and responsibilities in relation to examinations
- 3 To ensure our examinations are conducted according to JCQ guidelines

1. Roles & Responsibilities

1.1 The Principal

1. Has overall responsibility for the College as an exam centre, ensuring that the



- i. Conflicts of Interest: Ensures the relevant awarding bodies are informed of any Conflict of Interest including the delivery of internal and external units, and maintaining records confirming the measures taken to mitigate any potential risk to the integrity of the qualifications delivered at the Centre
- j. Centre Inspections: Co-

15. Administering access arrangements and ensuring that applications for special consideration adhere to the JCQ publications: [*Adjustments for candidates with disabilities and learning difficulties*](#) and [*A guide to the special consideration process*](#). This is in liaison with the Learning Support Manager and Pastoral Managers
- 16.

1.3 The Deputy Principal (Curriculum & Quality) has overall responsibility for:

1. The compilation of all College policies and procedures relating to exams
2. Ensuring risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the Senior Leadership Team to act immediately in the event of an emergency or staff absence). Please see the Exam Contingency Plan
3. Ensuring effective mechanisms are in place for informing staff and students of exam procedures
4. Consulting with Directors of Faculty and Heads of Department to ensure that necessary coursework and non-examined assessment work is completed on time and in accordance with JCQ guidelines
5. Resolution of any difficulties over organisation/conduct of exams
6. Application and communication of internal appeals procedure relating to coursework and non-examined assessment work
7. Ensuring distribution of relevant examinations data and reports to appropriate staff
8. Oversight of system for managing and communicating review of marking applications for non-examined assessments

1.4 The Assistant Principal (Safeguarding and Support) has responsibility for:

1. Ensuring the Centre



1.7 The Examinations Assistant provides:

1. Support in assisting the EO in relation to general exam administration
2. Support in the processing of online applications for Access Arrangements, collating evidence given by Learning Support Manager
3. Support to the Examinations Officer as their delegated officer as required

1.8 The Learning Support Manager is responsible for:

1. Understanding the contents,

2. Students, Special Consideration and Private Candidates

2.1 Students

1. All mobile phones must be switched off at all times. Invigilators are required to check that students are not in possession of electronic devices, or other unauthorised items, in the exam room. Students may be asked to demonstrate that they do not have any unauthorised items on their person. All watches must be placed on the desk in clear view of the invigilator
2. Normal College rules on appropriate dress and behaviour apply. Hats, coats, hoodies and any ear coverings are not allowed to be worn during the exam, unless worn for religious reasons. However, students will still be asked to show that they have no unauthorised items on their person
3. Students are responsible for their own liability for their loss or damage
4. Disruptive students are dealt with in accordance with [JCO guidelines](#)
5. Students 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 and a note will be made on the incident log
6. Information concerned with the rules outlined above are communicated to students via the #GCExamPrep Facebook group
7. The supervision of clash students, identifying a secure venue, and arranging overnight supervision is the responsibility of the EO

2.2 Special Consideration

1. Should a student be too ill to sit an exam, suffer bereavement or other trauma, or be taken ill during an exam, they should contact the invigilator, to that effect
2. The student must support any special consideration claim with appropriate evidence within five days of the exam

3. Non-examined Assessment Work (NEA)

3.1 Non-examined Assessment Work

- 1 A non-examination assessment is any assessment that is not externally set and taken by candidates at the same time under controlled conditions. This includes internal assessment and externally set/marked practical examinations taken at different times across centres
- 2 Students who have to prepare coursework and non-examined assessment work should do so by the required deadlines. The Coursework Deadlines Policy provides further details on College policy and procedures relating to coursework and non-examined assessment deadlines
- 3 Students must be aware of the JCQ rules on plagiarism (see Plagiarism Policy) and should read the information available in the exams information on our Virtual Learning Environment. Any form of plagiarism or the use of information technology to generate and submit work that (without the aid of artificial intelligence), is viewed as a form of malpractice
- 4 Departments should have clearly stated policies and procedures for internal moderation, in line



4.3 Review of Marking for a Cohort

- 1 If Godalming College as a centre has substantiated concerns about one of its component/subject cohorts, then we will submit a request for marking for all candidates we

4.4 Exceptional Circumstances

- 1 The College reserves the right to change its Post-Results service at short notice in light of exceptional circumstances

Related Key Documents

1. NEA (Non-Examined Assessments) Documents
 - a. Coursework Deadlines Policy
 - b. Policy for requesting for a review of internal marking
 - c. BTEC Policies include Internal Verification Policy - BTEC Level 2 and 3 National Qualifications
 - d. Plagiarism Policy
2. Examination Procedures
3. Examination Contingency Plan
4. Learning Support Policy
5. Access Arrangements Policy
6. IT Acceptable Use Policy Students
7. IT Acceptable Use Policy Staff
8. Whistleblowing Policy
9. Disaster Management Strategy
10. Evacuation Procedure
11. Other
 - a. Data Protection Policy
 - b. Safeguarding Policy
 - c. Equality, Diversity and Inclusion Policy