



# Parkhall Integrated College Examinations Policy

Agreed by Board of Governors: January 2025

To be reviewed: January 2028

## 1. Rationale

This examinations policy outlines the principles and procedures that govern the conduct of examinations at Parkhall Integrated College. It aims to ensure that all examinations are conducted fairly, efficiently, and in accordance with the regulations set by examination boards and relevant authorities. This policy applies to all staff, students, and parent/guardians in the examination process at Parkhall Integrated College, including internal exams, mock exams and external exams.

## 2. Purposes

The purpose of this examinations policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

## 3. Roles and responsibilities

### Principal

- To act as the Head of Centre and have overall responsibility for Parkhall Integrated College as an Examination Centre.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessment.

### Senior leader assessment and progress

- Oversight of external examinations.
- Oversee the implementation of the examinations policy.
- Ensure compliance with examination board regulations and guidelines.

### Senior leader for curriculum

- Inform examinations officer with information on all student class changes, including school leavers, school year repeaters and subject changes at all times throughout the academic year.

### Examinations officer

- To manage the administration of public examinations.
- To coordinate the administration of all examinations, including scheduling, room allocation and invigilation.
- To advise the Senior Leadership Team, subject and class teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.



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- To ensure all external examinations are in the annual calendar for staff and to communicate regularly with staff concerning imminent deadlines and events.
- To ensure that candidates and their parent/guardians are informed and understand those aspects of the examination timetable that will affect them.
- To consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- To provide and confirm detailed data on estimated entries.
- To receive, check and store securely all exam papers and completed scripts.
- To make applications for special consideration using the JCQ special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations.
- To identify and manage exam timetable clashes.
- To manage the Chief Invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams. A meeting with the invigilation team will take place at the start of each examination series to outline protocol.
- To oversee the submission of candidates' coursework marks, track dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- To apply for any appeals/re-mark requests.
- To maintain systems and process the timely entry of candidates for their examinations.
- To communicate with examination boards regarding entries, results and any issues that may arise.
- To ensure that all examination materials are stored securely and handled in accordance with regulation.
- To provide information and guidance for staff, students and parents/guardians regarding examination procedures.

### **SENCO**

- Have appropriate qualifications to carry out access arrangement assessments.
- Identification and testing of candidates' requirements for access arrangements.
- Submit completed access arrangement applications to the awarding bodies.
- Notify examinations officer of access arrangements as soon as possible after the start of the course and no later than two weeks before each examination season.
- Inform curriculum leaders of access arrangements.
- Make applications for special consideration using the JCQ access arrangements regulations and guidance relating to candidates who are eligible for adjustments in examinations in conjunction with the examinations officer.
- Administration of access arrangements.
- All access arrangements candidates and their details recorded and updated on SIMS (recommended by JCQ).
- Parent/guardians to be informed by SENCO of the access arrangement.
- Inform students of access arrangement and complete the data protection notice.
- Arrange rooming for access arrangement candidates on examination days.
- On the day of the exam, the Assistant SENCO will collect papers in a sealed envelope from the main exam room, they will deliver to the correct room and return to the examinations officer once completed. A check should also be made that all SEN students are in the correct room with the correct staff.
- Organise Invigilation and support for Access Arrangement candidates on examination days.
- All invigilation staff informed of specific arrangements and their role in the invigilation process as outlined in the JCQ access arrangements document.



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## **Curriculum leaders**

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Advises on appeals and re-marks.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.
- Disseminate to departments information from examination officer communications.
- Standardise coursework marks.
- Store all completed coursework securely and include details of how it is stored in departmental procedures.
- Support the examinations officer in the administration of examinations, including the preparation of examination materials.

## **Subject teacher**

- Prepare students for external examinations.
- Ensure that students are aware of examination dates, content and assessment criteria.
- Follow JCQ coursework guidelines.
- Mark controlled assessment and coursework accurately following departmental procedures.
- Return all coursework to curriculum leader for secure storage.

## **Careers teacher**

- Provide guidance and careers information to candidates.

## **Chief Invigilator/Invigilators**

- Collection of examination papers and other material from the examinations officer before the start of the examination.
- Collection of all examination papers in the correct order at the end of the exam and their return to the secure storage or for collection by courier.
- Attend relevant training courses.

## **Principal's secretary**

- Ensure Access NI checks for all invigilators are in place.

## **Finance Officer**

- To account for income and expenditures relating to all exam costs/charges.

## **Students**

- Confirm and sign entries.
- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- Attend all scheduled examinations, arrive on time and fully equipped.



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- Comply with the JCQ exam regulations and follow all examination regulations and instructions provided by invigilators.
- Prepare adequately for examinations by engaging in the learning process and seeking help where needed.

### **IT Technician**

- Provide and prepare suitable computers as needed in consultation with the examinations officer.

### **Administrative staff**

- Provide lanyards and signing in book for invigilators.

### **Parents/Guardians**

- Support students in their preparation for examinations.
- Ensure that students understand the importance of examinations and the need for good attendance and punctuality.

## **4. Statutory tests and qualifications offer**

The statutory tests and qualifications offered at this centre are decided by the head of centre, senior leader for curriculum, senior leader for assessment and progress and curriculum leaders. The statutory tests and qualifications offered include OCN Level 2, CCEA Occupational Studies, BTEC Level 2, GCSE, OCN Level 3, BTEC Level 3, GCE. The subjects offered for these qualifications in any academic year may be found in the Parkhall Integrated College's prospectus for that year. If there has been a change of syllabus the examinations officer must be informed before the beginning of the next exam series by the curriculum leaders.

## **5. Examination seasons and timetables**

### **Examination seasons**

- Internal exams are scheduled in November/December and May/June.
- Mocks examinations will be held under formal examination conditions.

### **External examinations are scheduled in:**

- November (GCSE Single/Double Award Science, Mathematics, and English)
- January (BTEC)
- March (GCSE Single/Double Award Science)
- May, and June (Main exam series).

The examination series used by the centre is decided by the head of centre.

### **Venue**

- JCQ posters will be displayed as required outside/inside each examination room.



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## Examination timetables

- The examinations officer will circulate the examination timetables for external examinations once these are confirmed.
- Students must check these timetables and ensure all of their scheduled examinations are correct - any issues they must speak to the examinations officer as soon as possible.

## Late arrivals

- Candidates are responsible for their prompt arrival to each examination.
- Candidates are allowed late entry at the examinations officer's discretion, in line with JCQ guidelines.

## 6. Child Protection

### Invigilators

- Invigilators will be subject to Access NI checks. Invigilators will sign in on each visit.
- Invigilators will familiarise themselves with our college child protection policy prior to their first period of cover.

### GDPR

- All staff and students must follow GDPR school policy, each student will receive a copy of the [JCQ document relating to GDPR](#);

## 7. Entries, entry details, late entries and resits

### Entries

- Candidates are selected for their examination entries by the curriculum leaders and subject teachers.
- The examination officer will manage all entries for external examinations, ensuring that students are entered for the appropriate subjects and levels.
- Candidates will be informed of their examination entries and any necessary actions required from them.

### Late entries

- Entry deadlines are circulated to curriculum leaders.
- Late entries are authorised by examinations officer but paid for by departments from their department allocations, or the student depending on the circumstances.

### Examination Timetable

- The Examinations Officer will prepare and distribute an examination timetable to all students and staff well in advance of the examination period.
- Any changes to the timetable will be communicated promptly.

### Conducting Examinations

- Examinations will be conducted in accordance with the regulations set by examination boards.
- Invigilators will be appointed to oversee the conduct of examinations, ensuring that all rules and regulations are followed.



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- Students must adhere to the instructions given by invigilators and must not engage in any form of malpractice.

### **Resits**

- Resit decisions will be made in consultation with the candidates, subject teachers, curriculum leaders and examinations officer.

### **Administration of resits**

- Curriculum leaders must collect the relevant resit form from the examinations officer.
- Students complete form.
- Student leaves form and payment with the examinations officer.
- Forms marked as paid and processed by the examinations officer.

### **Examination fees**

- Initial registration and entry examination fees are paid by the centre.
- Late entry or amendment fees are paid by the departments, or the student depending on the circumstances.
- 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.
- Resit fees for all resits are paid by the student (excluding GCSE English & GCSE Mathematics).
- Candidates must pay the fee for an enquiry about result, (EARS) and Access to scripts (ATS).
- Failure to attend any externally timetabled examination, without a valid reason, may result in candidates being billed for the full cost of the entry.

### **Withdrawals**

- All students within Parkhall Integrated College remain as internal candidates for entry purposes.
- All students following 2-year courses are entered for the required examination and coursework units unless an agreement has been made with parent/guardians/guardians.

For a withdrawal to take place:

- Parent/guardians will be fully informed of the individual situation in relation to the student.
- Parent/guardians will be made aware that this is their decision.
- Parent/guardians will provide written consent.
- Evidence will be collected over an appropriate time period demonstrating the need for withdrawal. Information may be gathered from SENCO – information relating to academic needs.

### **8. Special Educational Needs & Disability (NI) Order 2005, SENCO, access arrangements**

Students with identified needs will be provided with appropriate accommodations in line with the regulations set by examination boards. The Examinations Officer will work with the SENCO to ensure that all necessary arrangements are made.



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## **9. Managing invigilators and examination days**

### **Managing invigilators**

- External invigilators will be used for all examination supervision. The recruitment of invigilators is the responsibility of the chief invigilator and examinations officer.
- Securing the necessary Access NI clearance for the new invigilators is the responsibility of CCEA.
- Invigilators are timetabled and briefed by the examinations officer.
- Invigilators' rates of pay are set by CCEA.
- No relative of any of the candidates must be in the hall along with the candidates during the examinations.

### **Examination days**

- The examinations officer will book all examination rooms, make the question papers, other examination stationery and materials available for the invigilator.
- Building supervisors, under the direction of the examinations officer, are responsible for setting up the allocated rooms.
- The chief invigilator will start all examinations in accordance with JCQ guidelines.
- In practical examinations, subject teachers may be on hand in case of any technical difficulties.

### **Procedure for emergency evacuation of exam site**

- A copy of the emergency evacuation procedure document must be at hand in each examination room.
- Evacuated candidates must go to the specified assembly point.
- Candidates must remain there, in isolation and under examination conditions, until they are told to return to the examination rooms to complete the examination.
- The hall is to be made as secure as practically possible (without putting anyone at risk) as soon as the last candidate has left.
- A report will be submitted to the relevant examination board.

### **Examination Papers**

- These must only be opened in the examination hall and not removed from the examination room before the end of a session. Subject teachers must not be present in the hall during an examination.

## **10. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

- Candidates will receive individual results slips on results days in person at the centre.
- Arrangements for the school to be open on results days are made by the head of centre.
- The provision of staff on results days is the responsibility of the head of centre.
- Candidates who cannot be present may authorise/nominate someone (in writing only) to collect their results.
- Results will only be shared in person.
- Results cannot be made available before 8.00am on results day (as per JCQ guidelines).



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### **EARs (Enquiry About Results)**

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Candidates must be made aware that with re-mark scripts there is the possibility that their marks may be lowered, unchanged or increased.
- The fee for this remark will be paid by the candidate.
- This fee will be reimbursed if the appeal is upheld.

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

- After the release of results, candidates may ask the examinations officer to request a photocopy or original copy of their script.
- The fee will be paid by the candidate.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- The fee for this service will be paid by the relevant department.
- Re-marks cannot be applied for once the original script has been returned.

### **Certificates**

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party from the college office, provided they have been authorised to do so.
- The centre retains certificates for one year only.

### **11. Appeals**

Any requests for appeal by a candidate, or parent/guardian/guardian of a candidate, should be made in consultation with the curriculum leader who will advise if the basis of the appeal is suitable for investigation. The curriculum leader will then contact the examinations officer to investigate further and prepare the necessary paperwork. This will be signed off by the head of centre and forwarded to the relevant examination board.

If any individual teacher has an issue with any examination arrangements or any queries brought to them by students in their teaching groups or form class, please inform the curriculum leader.

The head of centre and examinations officer appeals against any issues of malpractice, or any other issues reported to awarding bodies, that a candidate or parent/guardian/guardian may disagree with.

See also JCQ <https://www.jcq.org.uk/wp-content/uploads/2020/08/Information-for-candidates- Privacy-Notice-19-20-v2.pdf>

### **12. Candidates, clash candidates and special consideration**

#### **Candidates**

- The centre's published rules (JCQ) on school uniform, behaviour and candidates' use of mobile phones and all electronic devices (including smart watches) apply at all times. All standard wrist watches must be placed in the envelope provided during the examination.





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- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.
- The examinations officer or other relevant staff will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### **Clash candidates**

- The examinations officer will be responsible as necessary for identifying escorts, identifying a secure venue and making arrangements for overnight supervision.

### **Special consideration**

- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be unwell during the examination itself, it is the candidate's responsibility to alert the centre to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.
- The examinations officer will make a special consideration application to the relevant awarding body.

## **13. Coursework, controlled assessments and appeals against internal assessments**

### **Coursework**

- Candidates who have to prepare portfolios should do so by the centre-defined date.
- curriculum leaders will ensure all coursework is ready for dispatch at the correct time.

### **Controlled assessment**

- It is the responsibility of each curriculum leader to obtain the controlled assessment task details from the examination boards.
- The curriculum leader should choose the most appropriate time for the controlled assessment to take place.
- The controlled assessment may take place during timetabled class time.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required.
- If specified by the examination board, relevant display materials must be removed or covered up.
- All staff involved must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under examination conditions.
- Separate user accounts for examination use must be used for high control level work. The procedures set out by the examination board must be followed – these may stipulate that students should have no access to internet or e-mail. Students must only be able to access work during the controlled sessions. If work is saved on memory sticks these must be collected after each session and stored securely.
- All assessment materials must be stored securely at the end of each session. The final assessment work should be kept in departments until requested by the examining body.



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- If a student is perceived to have taken the controlled assessment under adverse circumstances, curriculum leaders are asked to refer the matter to the examinations office who will inform the examination board at the appropriate time.
- If a student is absent, the teacher must allow that student the opportunity to make up the time if necessary. This may be organised centrally by departments and may take place outside normal timetabled class time e.g. lunchtime or after school. It may be necessary for heads of year/ curriculum leaders to contact parent/guardians/guardians to confirm the expected date of the student's return to school so that appropriate assessment arrangements can be put in place.
- If a candidate has prolonged absence, due to an unforeseen illness or other serious misfortune during the period when controlled assessment work was produced, curriculum leaders are asked to refer the matter to the examinations officer, who will inform the examination board. Students should nonetheless be expected to complete the assessment at a later date if possible.
- Entries for controlled assessment must be made at the appropriate time.
- Attendance records from assessment sessions should be kept by the curriculum leader.
- Work should be submitted in the format appropriate to the controlled assessment. Printouts, charts and videos may be included where appropriate.
- Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.
- Where work is assessed by the teacher and externally moderated by the examination board, standardisation of marking must take place in the school if more than one teacher is involved in the assessment process.
- If suspected malpractice occurs, the examinations officer must be informed.
- If a student's work is misplaced within the school, the procedures set out by the examination board should be followed.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements apply to controlled assessment.
- The assessment marks must be submitted to the examination board by the appropriate date.
- Candidates' work must be securely stored until all results have been verified.

### **Appeals against internal assessments**

#### **Purpose**

- To ensure that the procedures in Parkhall Integrated College are compliant with the guidelines contained in the JCQ publications
- To ensure that the procedures in Parkhall Integrated College are compliant with the guidelines in the controlled assessment policy and examination policy
- To ensure that candidates' work will be marked fairly and consistently by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity
- To ensure that Parkhall Integrated College is committed to making sure that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

#### **Notification of coursework results**

Parkhall Integrated College will ensure that candidates are informed of their centre-assessed marks. This strictly applies to GCE, GCSE and project qualifications, although the JCQ publication 'General Regulations for Approved Centres' states that centres must have a written appeals procedure relating to internal assessment decisions in all



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qualifications. Once coursework/centre-assessed work is marked, all candidates will sign a class record sheet with the mark/grade given (see appendix).

A candidate may request a review of the centre's marking before marks are submitted to the awarding body. If a candidate is considering an appeal, they should speak directly to the teacher asking for a breakdown of the marks and reasons for the mark within 24 hours of receiving their mark/grade. It is the responsibility of the department to ensure that enough time is given to an appeal before marks are submitted to the examination board (marks must be given to the candidates five working days before the closing date for submission of marks in order for the appeal to take place).

If the candidate is not satisfied with the explanation, candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment (mark scheme/assessment criteria). Additional material may vary from subject to subject. The materials requested must be made available to the candidate promptly. This will either be the originals viewed under supervised conditions or copies.

### **Notification of appeal by candidate**

If a candidate still wishes to appeal, they must complete a candidate appeal form, explaining on what grounds they wish to request a review, and submit it to the examination officer within 72 hours of receiving the mark/grade. Candidates must explain the grounds on which they wish to request a review (see appendix). Complaints regarding the quality of teaching or teacher absence cannot be considered, as the review is a focus on the work that has been submitted and must be related to a candidate's belief that the marks that have been awarded do not give sufficient credit for meeting the published assessment criteria. Requests may not be accepted after this deadline due to the closing date for submission of marks to the awarding body.

### **Appeals procedure summary**

Appeals will be delivered to the examination officer by the candidate or parent/guardian of a candidate

The examination officer has been appointed by the head of centre to manage internal appeals. He or she will inform the head of centre of the existence of an appeal.

The examination officer will convene a meeting of an appeals panel, which will include the subject teacher involved and the head of department, as well as the assistant examination officer and/or another head of department not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the marking of internal assessment conformed to the published requirements of the awarding board.

Parkhall Integrated College will allow sufficient time for the review to be carried out to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.

Candidates are permitted access to the following information:

- The marks awarded to them by the centre for the work, including mark scheme and assessment criteria.
- All comments recorded by the centre relating to their internally assessed work
- Any correspondence within the centre relating to their internally assessed work

A written record and minutes of every discussion pertaining to the appeal will be kept on file. The outcome of the review of the centre's marking will be made known to the head of centre.

Candidates will be informed in writing of the result of the appeal, including the reasons for the outcome and details of any action taken.



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### **14. Monitoring and review**

This Examination Policy will be reviewed annually by the head of centre, SLT and the examinations officer.

These policy guidelines are translated into action through other policies and procedures, for example:

- *Pastoral Care Policy*
- *Child Protection and Adult Policy*
- *Behaviour for Learning Policy*
- *SEN Policy*
- *Complaints Procedures Policy*