

Full name of policy:	Examinations Policy
Requirement for policy:	to comply with Awarding Body requirements
Name and post of person responsible:	Magdalena Synowiec Examinations Officer
Highest College body approving the policy:	
Date of approval:	September 2024
Frequency of review:	Annually
Dates of previous reviews:	N/A
Date of next formal review:	September 2025
Equality Impact Screening:	Completed, access arrangements for exams ensure equality of opportunity for all learners
Equality Impact Assessment: (If required)	
Policy Reference:	All policies can be located on the U drive/Policies folder
Total number of pages: (Including appendices and front sheet)	9
Comments:	This policy should be read in conjunction with: • JCQ Instructions for conducting examinations • Regulations for submitting application form for Polish Exams • Arrangements for internal appeals about internal assessment decisions and enquiries about results procedure

Polish Educational Society Exam Centre

Centre No 10157

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The purpose of this exam policy is:

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

This exam policy will be reviewed annually.

1. Exam responsibilities

Head of Exam Centre/ Exam Officers

- Overall responsibility for the Exam Centre
- Advise on appeals and re-marks
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.
- Advise relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Contribute to the production and distribution to staff, and candidates of an annual calendar for exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the invigilation team; their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Implement this policy in accordance with all other Polish Educational Society Examination Centre policies, procedures and regulations on Health & Safety, financial matters and Data Protection Act.
- Provide direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework marksheets/declaration sheets and adhere to deadlines.

Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.
 - A reliable clock of readable size is visible to each candidate.
 - Ensure notices are displayed in accordance with JCQ regulations.
 - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to "The Instructions for Conducting Examinations".
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.

- Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates. An additional member of centre staff must check the time, date any other paper details before a question paper pack is opened.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the College's safeguarding policy and procedures.

Candidates

- Check personal exam entries on receipt of timetable by email and inform the Exams Office of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

2. The qualifications offered

The qualifications offered at this Centre are decided by the Board of Trustees of The Polish Educational Society.

The subjects offered in any academic year may be found on the Centre's website.

3. Exam seasons, timetables, clashes

3.1 Exam seasons

All internal exams are held under external exam conditions. GCSE, AS and A2 examinations in Polish take place only once a year.

3.2 Timetables

The Exams Office will display timetables of all exams on their website. The Exams Office will add room details. Allocation of Invigilators will be the responsibility of the Exams Office.

4. Entries, entry details, late entries.

4.1 Entries

Candidates have to make sure that they can sit the exam they intend to take on the day and at the time indicated in their application form.

Our centre reserves the right not to accept a candidate without disclosing the reason. Our centre does not accept candidates under Year 10 for GCSE exams and Year 12 for an A – level exams.

4.2 Entry details

All individual candidate statements of entry will be sent by post to the candidates.

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisation. These deadlines are available from the Exams Office or the Awarding Organisation website. However, all changes to candidate personal details due to candidate mistake or unclear writing will incur a fee.

4.3 Late entries

Late entries are authorised by the Exams Officer and candidates, they will be accepted but it incur a fee.

The deadlines for late entries are available from the Exams Office.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee.

5. Exam fees

The application fee is not refundable. Price list is available on request.

6. Managing Invigilators and exam days

6.1 Managing Invigilators

External Invigilators will be used for all exams apart from some internally assessed components/controlled assessment.

The recruitment of Invigilators is the responsibility of the Exams Office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the Exams Office.

Invigilators are timetabled and briefed by the Exams Office.

Invigilators' rates of pay are set by the Exams Office.

6.2 Speaking Examiners

External speaking examiners will be used for Speaking GCSE Polish Speaking Component.

The recruitment of Invigilators is the responsibility of the Exam Office.

Exam Office has a list of approved Speaking Examiners.

Securing the necessary Disclosure and Barring Service clearance for new Speaking Examiners is the responsibility of the Exams Office.

Speaking Examiners are timetabled and briefed by the Exams Office.

Speaking Examiners rates of pay are set by the Exams Office.

Exam Centre has not got capacity to disclose personal data of examiners conducting the exams regardless of this information is known or not known to the centre. Personal data of Examiners is confidential according to Protection Act.

6.3 Exam days

The Exams Office or designated Rooms/Timetable staff will book all exam rooms after liaison with other users.

The Exams Office is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Exam papers must not be read by anyone or removed from the exam room before the end of a session. Papers will be distributed to Exam Office the following day.

Our centre reserves the rights to cancel / postpone Oral GCSE Examination without notice due to unforeseen circumstances. In that case Oral GCSE Examination will be moved on to another available date within 2 weeks' time.

7. Candidates, clash candidates and special consideration

7.1 Candidates

Candidates must provide identification in the form of their student ID card, passport or driving licence.

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal Centre rules on dress and behaviour apply.

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 will not be allowed to leave the exam room until the published finishing time.

The Exams Office staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (e.g. breakages during the exam).

7.2 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the Exams Office or the Exam Invigilator, to that effect.

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

If the Exam Centre supports the application the Exams Office will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines.

8. Coursework and appeals against internal assessments

8.1 Appeals against internal assessments

The Centre is obliged to publish a separate policy on this subject, which is available from the Exams Office.

The main points are:

- Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e. the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. Applies to some subjects only.
- In the first instance the student should raise any concerns about the assessment process with the teacher (if applicable).
- If the student remains concerned having spoken to their teacher they should contact their Exam Officer who will ask the student to make a written appeal.
- The grounds for the appeal must be clearly stated.
- The findings will be notified in writing, copied to the Head of Centre and recorded for Awarding Organisation inspection.

9. Results, enquiries about results (EARs) and access to scripts (ATS)

9.1 Results

All individual candidate statements of results for General Qualifications received during the course will be sent to the students by post or collected in person from the Exams Office if requested.

9.2 Enquiries About Results

EARs for General Qualifications may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee is payable by the candidate.

9.3 Access to Scripts (applicable to General Qualifications only)

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

Where an Awarding Organisation supplies the requested script electronically, the Exams Office will send the document to the candidate by post.

Exams Officer may also request scripts for investigation.

All the fees are paid by the candidate. Post Results Services fees are reviewed every year and they are available at Exam Office.

10. Certificates

Certificates are posted (by recorded delivery where stipulated by the Awarding Organisation), or collected in person if a candidate requests this.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and provide their own identification.

Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for three years.