

# LIPA Sixth Form College

## Examinations Policy

This plan is reviewed annually to ensure currency.

Approved/reviewed by	
Amy Deane, October 2025	
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# Examinations Policy

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### **1. LIPA Sixth Form College Examinations Policy**

The purpose of this policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of
- candidates.
- to ensure the operation of an efficient exams 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.

The policy will be reviewed annually, in line with any updates to JCQ's Instructions for Conducting Examinations.

The policy will be reviewed by the Assistant Principal - Inclusion alongside the exams officer and SLT.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Exam responsibilities**

### **The Head of Centre:**

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments* and the college Exam Malpractice Policy.

### **Exams officer (or Assistant Exams Officer in case of absence):**

- manages the administration of internal and external exams.
- advises the senior leadership team, subject teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- 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.
- makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- supports senior leaders in 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.
- alongside SLT, manages all actions taken on each day of exams, including handling late or absent candidates.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

### **Teachers** are responsible for:

- teaching, learning and assessment of the course in-line with awarding body specification requirements
- supplying information on entries, coursework and controlled assessments as required by the exams officer.

### The **special educational needs coordinator (SENCo)** is responsible for: **(or Assistant Exams Officer in case of absence):**

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put in place exam day arrangements
- processing any necessary applications in order to gain approval (if required), including collecting and keeping evidence.
- working with the exams officer and data team to provide the access arrangements required by candidates in exams rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams officer before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams officer.
- ensuring all procedures followed during each exam, as well as immediately before and immediately afterwards, are in line with JCQ or other relevant requirements. Specific attention must be given to ensuring there are no unauthorised materials in the exam room, including wrist watches, air pods, iwatches and phones which must be removed and stored away from candidates.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- bringing any concerns that they have to the attention of a staff member in a timely manner before and during examinations.
- ensuring they conduct themselves in all exams in line with JCQ and college regulations.

## **2. Qualifications**

The qualifications offered at this centre are decided by the Senior Leadership. The types of qualifications offered are Functional Skills, GCSE qualifications and applied general qualifications. The subjects offered do not routinely change due to the nature of the college offer.

If there is to be a change of specification for the next year, the exams officer must be informed by January each academic year. Decisions on whether a candidate should be entered for a particular subject will be taken by the Senior Leadership Team in consultation with teachers.

## **3. Exam series and timetables**

Internal GCSE exams (mock or trial exams) and assessments are scheduled in the spring term of each academic year.

Internal exams are held under external exam conditions, although they may sometimes be held in subject classrooms.

The senior leadership team decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled on agreement between teachers, SLT and exams officer.

### **Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

#### **4. Entries, entry details and late entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal. Such requests must be made to the exams officer for consideration. LIPA Sixth Form College retains the final decision on any such requests. The centre does not accept entries from private candidates. Entry deadlines are circulated by email. Maths and English teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines. Entries and amendments made after an awarding organisation's deadline (i.e., late) require the authorisation, in writing, of the exams officer and/or the principal.

#### **5. Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Assistant Principal – Inclusion (SEND/CO) and/or Assistant SEND/CO working with the exams office and designated safeguarding leaders/safeguarding officer where appropriate.

#### **Access arrangements**

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams. A candidate's access arrangements requirement is determined by the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO where the student has been assessed by the SEN team.

Access arrangement assessments are carried out by an external provider, Educational Guidance Service. All assessors' qualifications and DBS status are checked before the assessor comes on site to assess.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO. Rooming for access arrangement candidates will be arranged by the exams officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer with input from the SEN team.

#### **Word Processing**

Please see the college Word Processing in Exams policy.

#### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Assistant Principal – Inclusion with support of the rest of the SLT team. Contingency plans are available to all staff on the college website, and for inspection, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

#### **7. Estimated grades**

Subject Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **8. Managing invigilators**

Invigilation is by and large provided by internal staff who are fully trained to provide invigilation in accordance with JCQ guidance. External agency staff will be used to invigilate examinations, where additional capacity is needed. Recruitment of invigilators is the responsibility of the Assistant Principal – Inclusion alongside the exams officer. Securing the necessary Disclosure Barring Service (DBS) clearance for external invigilators is the responsibility of the agency, who will be required to provide evidence of updated DBS checks.

## **9 Malpractice**

Please refer to the college malpractice policy.

## **10 Exam days**

The Exams Officer will book all exam rooms in conjunction with SLT and will make the question papers, other exam stationery and materials available for the invigilation team.

The exams officer alongside the invigilators is responsible for setting up the allocated rooms and will be advised of requirements at least 7 days in advance. The exam invigilators will start and finish all exams in accordance with JCQ guidelines.

**The exams officer prints off photographs of all candidates as part of the rooming plan in order that invigilators can verify students' identity.**

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do. Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **11. Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the senior leadership team or delegated to subject teaching staff at which appropriate conduct in exams is made clear and agreed to by all students.

The centre's published rules on student behaviour always apply. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Students are asked not to bring valuables to the centre on exam days.

### **Belongings on exam day**

However, SLT will provide a secure location on the day of exams for students to store valuables securely whilst they are in an exam. A member of staff will be available to monitor unattended belongings but accepts no responsibility 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, airpads, electronic communication or storage devices with text or digital facilities or any other equipment which provides access to the internet. 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 senior leadership team linked to the disruption caused to other students by students leaving early.**

Candidates who leave an exam room with the intention of returning to continue with the exam e.g., for a toilet break, must be always accompanied by a member of staff.

### **Late arrivals**

The Exams Officer is responsible for handling late or absent candidates on exam day: **if a student contacts college to advise they will be late for an exam, the priority must be the security of the exam and establishing a chain of supervision of the student. The exams officer should advise the student and family as to how they can best ensure the security of the exam.**

**For example, if possible, a student should be accompanied on the journey to college, and the student's phone and other electronic devices should be removed from their person to ensure communication with other candidates is not possible. This level of supervision is to be maintained until the moment the student can enter the exam room.**

### **Food and drink**

All students can bring water into the exam room in a clear, unlabelled bottle.

Some students who have a medical need may need to bring other food or drinks into the exam room. For example, students may need a sugary drink or snack. These students can do so and should speak to the exams officer in advance of the exam to arrange permission.

### **Alternative rooming**

LIPA Sixth Form College treats requests for alternative rooming on a case-by-case basis in accordance with JCQ guidance.

As LIPA Sixth Form College has so few GCSE candidates, the main exam room is usually much smaller than the main exam rooms in previous educational settings.

If students feel they need an alternative room, they should speak to the Assistant Principal – Inclusion (SEND/CO) who will consider their request based on individual evidence and circumstances.

### **Clash candidates**

This is not an issue in our centre as GCSE English and maths exam dates do not clash on the annual exam timetable.

### **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 centre's main reception to that effect. Candidates are advised to do this before 08.30 on the day of exams.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

## **12. Internal assessment**

In our setting this refers to the GCSE English Language Spoken Language Endorsement (SLE) only. It is college policy to transfer SLE marks from school for all students retaking their GCSE English Language qualifications. There are, however, occasionally some students who have not sat the SLE component in school and therefore need to complete this in college. It is the duty of the English teacher to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams officer by teachers. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's **Enquiries about Results (EAR)** Policy, which contains details of the appeals process.

## **13. Results**

Candidates will receive individual results slips on results days by email.

The results slip will be in the form of the awarding body's document.

## **Enquiries about Results (EAR) (see also Internal Appeals Policy)**

Please see the Enquiries about Results (EAR) Policy.

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

Please see the Enquiries about Results (EAR) Policy

## **14. Certificates**

Candidates will receive their certificates

- in person at the centre if they are a current student.
- post if they have already progressed onwards from college.
- when collected and signed for, by a family member or designated representative.

Certificates are available from November following publication of results in August, and in March following results in January.

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 photographic identification with them that confirms who they are. The centre retains certificates for 3 years. After this time, all certificates are returned to Awarding Bodies.