



## Big Creative Training - Exam Policy

The College is committed to ensuring that all examination and assessment practices are conducted fairly and comply with the regulations of the Joint Council for Qualifications (JCQ), meet the individual awarding body requirements and the Equality Act 2010. It is the responsibility of all staff involved in examination and assessment processes at the College to read, understand and implement this policy.

The Exams Officer will review the exam policy annually.

The Managing Director has overall responsibility for the College as an exam centre and is responsible for reporting on all suspicions or actual incidents of malpractice (refer to the JCQ document - Suspected malpractice in examinations and assessments).

**The Exams Officer** manages the administration of exams and analysis of results.

Responsibilities of the Exams Officer are as follows:

- To advise the Senior Management Team, tutors and relevant support staff on annual exam timetables and procedures as set by the various awarding bodies and update the Planning Cycle with GCSE exam dates at the beginning of the academic year
- To create and distribute to staff and learners the timetables of all exams in which they will be involved and communicates regularly with staff concerning imminent deadlines
- To ensure that learners' parents/carers are informed of the GCSE exam timetable in the weeks leading up to the first GCSE exam
- To calculate and make entries online within the deadline produced by the awarding body
- To arrange and facilitate a JCQ inspection of the secure facilities if/when required
- To store securely all exam papers and completed scripts

Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES



- To administer access arrangements as advised by the SENCO
- To make applications for special consideration when applicable
- To manage expenditure of exam postage charges
- To organise the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams
- To oversee the set up and equipping of exam rooms
- To submit candidates' coursework marks and track the despatch of any other coursework material required by the appropriate awarding bodies correctly and on schedule
- To disseminate the exam results and certificates to learners
- To liaise with centre managers with regards to set up and furnishing of exam rooms
- To securely keep accurate seating plans for all exams

**Invigilators are expected to:**

- Complete the yearly invigilator training arranged by the Exams officer
- Support the Exams Officer when preparing and equipping the exam room for the start of exams
- Supervise learners and ensure JCQ 'Instructions for Conducting Examinations' are adhered to
- Check the personal details on exam entries are correct and inform the Exams Officer of any discrepancies
- Ensure they know the date, time and location of all the exams they are invigilating
- Create a drawn seating plan, mapping the positions of all learners within the exam room. This must be dated, titled with the name and level of the exam and filed by the Exams Officer after the exam
- Read the exam instructions and give exam timings
- Record start and finish times on a board that can be seen by all learners, and remind them when they have 10 or 20 minutes left as directed by the Exams Officer.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



### Receipt of Examination materials

- The delivery of all confidential examination materials received to Big Creative Training are logged by reception upon receipt, using the exam materials receipt log.
- The receptionist will transfer the confidential materials to the exams officer to be stored in the secure storage room. The Exams officer will check the delivery against the delivery note and log the receipt of the confidential materials into the secure storage unit.

### Exam Window Planning

Exam boards publish exam timetables for November and June series on their websites and the Exams Officer will create exam plans for the exam period. This is a google document and is shared with the whole staff team. A copy of the current exam plans are available during inspection.

The plans contain a tab for each separate exam which lists the details of;

- the students taking the exam
- access arrangements
- the room where they are sitting their exam
- invigilator details
- A list of available staff to help plan for exam invigilation and contingency
- A list of the staff who have completed invigilation training

### Access Arrangements

As per the Equality Act 2010 all candidates are entitled to equal opportunities and all reasonable adjustments should be made to ensure that all candidates are able to take their examinations in a setting that meets their requirements and needs. Please refer to the BCT Disability policy and Special Educational Needs policy for more details.

The LLDD team complete their assessments of all learners to establish whether there are any access arrangement needs. The LLDD create an exam tracker, which is stored on google docs and shared with the Exams Officer (available to view during inspection).

The Exams Officer uses the information on the LLDD tracker to plan the exams for learners with Access arrangements. All learners entitled to readers or scribes or with anxiety disorders

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



who need a quiet exam space, are accommodated in smaller classrooms or 1:1 rooms and have their own invigilator throughout the exam.

Learners who are entitled to extra time, are grouped together in an extra time room so that the disruption of candidates leaving the exam is kept to an absolute minimum.

Learners who are unable to access the 1<sup>st</sup> floor complete their exams on the ground floor.

### Word Processors during Examinations

Learners are assessed during their initial assessment period for their need for access arrangements during exams, including the use of a word processor. The learners prior access arrangements which form part of a learners’ educational health plan are also taken into consideration during this period.

Learners who may benefit from using a word processor, include, but are not limited to learners with medical conditions, physical disability, sensory impairment, poor handwriting and a long term learning difficulty, which prevents the learner being able to write legibly. For a learner to be permitted to use a word processor during exams, it must be the learners’ usual way of working during their lessons.

Details of learners who are entitled to use a word processor for examinations are recorded onto the access arrangements tracker, this is used when planning examinations throughout the academic year.

Word processing cover sheets provided by JCQ are used for all learners who use a word processor during an exam.

### Managing Invigilators and Exam Days

Where possible, available tutors will be asked to invigilate before any other staff are employed. These invigilators will be trained and timetabled by the Exams Officer. The Exams Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilators.

- All invigilators will meet with the Exams Officer before an exam to be briefed about any changes or additional information needed.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



- The lead invigilator or Exams Officer will start all examinations in accordance with JCQ guidelines.
- Exam papers must not be removed from the examination room before the end of an exam. The Exams Officer will collect the papers from the exam room at the end of the exam.
- Staff in the exam room must operate the exam room to JCQ and a copy of the JCQ 'ICE' handbook must be present in each examination room.

### Contingency Planning

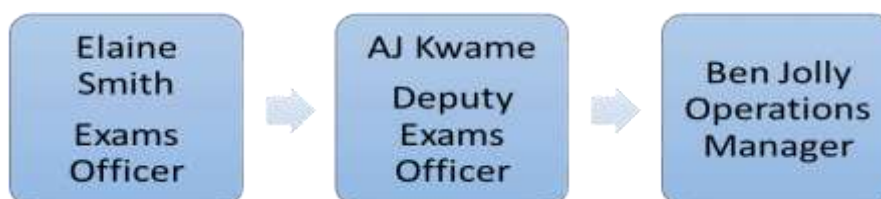
Contingency planning for exams administration is the responsibility of the Exams Officer. The Exams Officer has an allocated chain of command who has full overview of the specific plans for the exam window and will have access to the secure facilities via the site manager.

#### Contingency plan for Building Emergency

In the event that the building cannot be accessed on the day of the exam the following procedure will apply:

- The Exams officer arrives to check the site at 6.30am on exam days and does a check on the building.
- If the building cannot be accessed, she should ring the site managers immediately.
- After establishing the reasons for the building being un-accessible, the Exams officer should call the Exam board for advice.

### Chain of Command



Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES



## Exam Process

In the case of the examinations officer being absent during the exam period (including the ordering and administration of exam papers) the following contingency plan applies.

### Ordering exam papers

- Exam papers for GCSE are ordered many months in advance and have a specific final entry date as set by JCQ. All Exam entry deadlines are scheduled in the Exam officer and Deputy Exam officer’s calendar, with a week in advance reminder set.
- The Examinations officer will follow the examination board process to create and order the correct exam papers. Yearly Exam officer training is completed to keep up to date with any changes. When papers are ordered, the Receptionist must be informed about the delivery.
- If the Examinations officer is absent when the papers arrive at the Centre they are to be immediately locked in the exam cupboard by the Site Manager who has the spare key to the examinations room and cupboard in the safe. The Site manager must inform the examinations officer/deputy examinations officer that the papers have arrived and the site manager must be accompanied to the Exam storage room. The Site manager must complete the Exam storage log, including a signature.
- On the receipt of the exam papers the exam officer must open the outer packets of the exam materials and double check that the received papers match the order. The contents of the delivery must be recorded on the exam storage log on the wall in the exam storage room.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



## Exam Day Process

- Exams Officer prints off the exam details for the day & checks that the setup of the exam rooms meet JCQ guidelines
- The Exams officer puts up the exam room posters inside and outside the room and completes the information board for each room
- The Exams officer puts post it notes with the candidate's name, number and any access arrangements on the desks in the exam rooms
- The exams Officer puts out the equipment allowed for the exam according to JCQ guidelines
- The Exams Officer locks all exam rooms
- The Exams Officer meets with all the invigilators to advise of any changes to the exam plans and to answer any questions they have and to advise them to go to their allocated exam room
- The Exam Officer Liaises with the deputy exams officer about missing candidates and all missing candidates that have not arrived by 8.30am are called
- Half an hour before the exam is due to start the Exams Officer goes with an invigilator to the secure cabinet and removes the correct exam papers. The invigilator double checks the papers are for the correct date and time. This information is recorded on the second pair of eyes check form. The Secure cabinet is then locked.
- Where it is required that exam packs need to be opened and papers are split to accommodate different rooms, this must be completed in the secure storage room. All exam papers that are removed from the secure packet must be put into an envelope and sealed before leaving the secure storage room. The sealed envelopes must then be delivered to the exam rooms by the exams officer and handed over to the head invigilator in the exam room.
- Candidates are asked to leave their coats, bags and mobile devices in the cloakroom for the duration of their exam
- Candidates are asked to go to their exam room at 8.50am
- The exam room invigilator will complete the seating plan

Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES





- The Exams officer takes the papers to the exam rooms, giving where possible complete packets of unopened exams. The Lead invigilator will receive the exam papers and issue to candidates
- The Lead invigilators start the exam by reading the information to candidates and recording the start time on the notice board
- The Exam Officer will do a sweep of the building at 9.10am to ensure all exam rooms have started
- The Exams Officer is located in the reception area to manage late candidates, or issues arising during the exam
- The Exams Officer will collect the exam scripts from each exam room at the end of the exam period.
- The Exams Officer and the Deputy Exams Officer will check all exam scripts for names and centre numbers and are marked onto the attendance register.
- The completed exam scripts are packed into the Exam board Stationary bags and returned to the secure cabinet to await collection from the Parcel Force Yellow Label service.
- The Despatch log is completed (copies of the despatch log are stored in the exam folder in the exam storage room).
- The Exam storage log must be completed.
- All Unused exam scripts are locked in the secure cabinet.

### Conducting Exams in absence of the Exams Officer

- If the Exams Officer is absent on the day of the exams then the chain of command is observed.
- If the Exams officer is absent on the day of the exams the Deputy Exams Officer must collect the keys to the exam room and cabinet from the Site Manager to access the exam papers.
- The Deputy Exam Officer will follow the JCQ guidelines in administering the examination using the most recent exam guidelines and the steps in the exam day process above.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES





## Procedures for Removing Learners from the Exam Room

Where a candidate creates a disturbance the following procedure should be followed:

- The candidate will be asked to stop causing the disruption and informed that if they carry on disturbing the exam they will be removed from the room.
- If the candidate fails to stop, the invigilator must report the learner to the Exams Officer.
- It will be the decision of the Exams Officer to remove the learner and relocate to another exam space or remove them completely from the exam room and send them home without allowing them to complete the exam.

A candidate who involuntarily causes a disturbance, e.g. by a fit of coughing must be asked to leave the room and told they will be re-admitted once the Exams Officer is satisfied that the disturbance is unlikely to recur for the time being. Extra time will be allowed to make up for the time lost.

## Emergency Evacuation of the Exam Room

- On hearing the alarm signal, the invigilator will immediately stop the examination and make a note of the time.
- The invigilator will remind candidates they are still under exam conditions and ask them to leave the room in silence and in single file, ensuring all question papers and scripts are left in the exam room.
- All learners and staff will leave the building by the nearest fire exit and learners will be escorted to the assembly point as quickly as possible.
- No rooms are locked and nobody is permitted to use the lifts.
- Learners must be supervised as closely as possible while they are out of the exam room to make sure there is no discussion about the examination. Invigilators will remain with them at all times.
- The Exams Officer will take a register of invigilators and learners.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



- Once the site manager has given the all clear, candidates must be escorted back into the exam room.
- The invigilator will make a note of the time when the examination can resume and allow the candidates the full working time set for the exam.
- The invigilator must write a full report of the incident, on the exam room incident log, and of the action taken, and give to the Exams Officer.
- The Exams Officer must then inform the Awarding Body.

## Internally assessed GCSE – English Spoken Language

### Examination preparation

Students are provided with the assessment criteria. Discussions take place between the tutor and the student to decide on a topic suitable for the exam. Students are given one directed session (an hour and a half long) to prepare for the exam with support from the tutor. The tutor shares the spoken language exam deadline with all students and books exam slots for learners required to take the exam.

### Standardisation

All teaching staff conducting the spoken language exams use the standardising clips provided by Pearson to ensure that marks awarded are to the correct standard. In addition to this advice and training is taken with the awarding body.

### Conducting examination

Due to the size of our cohort, it is required by the awarding body that thirty learners are recorded as a section of a sample for the centre. The recording is made under controlled conditions in a classroom environment. The recording is conducted using a Sony handycam with a removable memory card. The camera is positioned to ensure the best possible sound and visual quality. In joint performances students wear name badges in order to indicate which student is which. At the start of each recording the candidate must state their full name. There is a requirement for an audience of at least one person, which can be the teacher, to be present during the recording. The audience must always include the teacher.

### Saving exam material

The presentation is transferred from the Sony handycam and saved onto a USB, and each recording is saved individually. The recording is a complete, unedited recording of each exam. Once the transfer is complete, content is deleted from the memory card. The recordings are saved onto two USBs; one USB is submitted to the monitor, the second USB is stored in the exam cupboard as a backup file.

The data file USB is organised in the following way:

- Create a file for each student. Each file should be named according to the following naming convention: [centre #]\_[candidate number #]\_[surname]\_[first letter of first name]\_[grade]

Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES



Example: Joshua Smith with candidate number 7890 at centre 12345 would have work in a folder titled, “12345\_7890\_Smith\_J\_Merit”

- Each folder must contain the recording of the exam.
- The USB is clearly labelled with: - centre number and name, - ‘GCSE English Language 9-1 – Spoken Language endorsement - May 2018’, - USB number (if more than one is being provided e.g. 1 of 2).

### Centre assessed marks

Candidates are told the grade given by their tutor within 4 weeks of taking the exam. This requirement is to enable candidates to request a review of the centre’s marking prior to the grades being submitted to the awarding body, should they wish to do so.

### Storing exam material

Recordings are securely stored in the exam storage room until it is time to submit the work to Pearson’s monitor.

### Selecting sample

The sample is selected following the advice below from Pearson.

No. of students at centre	No. of students whose presentations must be recorded	Minimum no. of students at each grade (D, M, P)+
30 or fewer	All students	10 <sup>++</sup>
Over 30	30	10 <sup>+++</sup>

All students at a grade if the centre has fewer than the stated minimum for a Pass, Merit or Distinction.

Students assessed as Not Classified are not included in the sample.

### Forms required

- An assessment record sheet is completed for each student. The forms are retained unless requested by a monitor, and are stored in the exam storage room.
- The Head of centre (Alexis Michaelides) is required to complete the declaration and submit this at the same time as the students’ recordings.

### Submission of grades

Grades for all spoken language exams (including learners carrying SLE grades from previous establishments) are entered onto Edexcel online.

After entering the grades, the students selected to form the sample are highlighted on the input page.

The data file USB is sent to the allocated monitor by second class recorded post in a padded envelope in order to protect the USB.

Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES



## Risk Management

The only non-examined assessment at the centre is the spoken language element of the GCSE English language qualification. The process for the completion and recording of the spoken language element is so that the learner will plan for the delivery of the spoken language assessment by means of research outside of the assessment taking place. The learner will present to their class and the teacher will record the learner using a media camera.

Examples of risk and solutions:

- Media Camera is not working to record the assessment – The equipment is tested prior to the recording of spoken language assessments by the English Tutor. In the event that the media camera is not working then an alternative camera will be used. We provide media courses at BCT and therefore have professional equipment to hand to use for this purpose. We also have a IT department on hand throughout the day to manage any arising issues.
- Ensuring that all learners have completed their spoken language assessment – All learners are assessed during enrolment to determine which learners are required to complete their spoken language assessment. Spoken language assessment grades from previous English language exams are able to be transferred over to the learners current GCSE English language qualification as long as they have passed. All English spoken language endorsements that are required to be completed are planned with students during the first half term and completed in the second half term, by the Christmas holiday. Students are given a date and time for their recording and any students who are absent on the planned day will have their spoken language assessment rearranged. This process is the responsibility of the English tutor, and the English curriculum manager.
- The files could become corrupt - Two copies of the spoken language endorsements are created and stored USB sticks, one which is sent to the exam board when requested and the other is stored securely in the examination secure storage room. This can be copied as requested by the examination board if they require it. The English curriculum manager has responsibility for saving the information onto the

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



UBC Sticks and the Exams officer has responsibility for storing the USB sticks in the exam secure storage.

- The exam board does not receive the spoken language assessments - Exam centre English Spoken Language endorsements are sent via recorded, signed for delivery via the Post office. This is the responsibility of the English curriculum manager.

### Staff Responsibility

It is the responsibility of the English Curriculum Manager to ensure that all GCSE Spoken Language endorsements are completed under JCQ Instructions for conducting non-examination assessments guidelines, within the dates published by the examination board.

It is the responsibility of the Examinations officer to ensure that the English Curriculum Manager has received the relevant training and information from the JCQ Instructions for conducting non-examination assessments booklet.

It is the Responsibility of the English Curriculum Manager to ensure that All English teachers carrying out the spoken language endorsement recordings have been trained in the exam board guidelines for conducting the non-examination assessment.

### Appeals against internally assessed marks

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Big Creative Training is committed to ensuring that:

- Staff who have the appropriate knowledge, understanding and skills conduct internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

### Online Examinations

Online examinations are completed for some of the vocational courses on offer at Big Creative Training. Online examinations follow the JCQ instruction for conducting on-screen tests. Big Creative Training only conduct online tests in authorised centres as agreed with the awarding body.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES



### Administering On-screen Examinations

- The on-screen exams are scheduled online by the exams officer with the relevant exam board.
- The on-screen exams are sent out 24hrs in advance to the administration dashboard which is operated by the exams officer.
- All Exams are completed on specific examination laptops and have the required software installed.
- The exams officer will log into each individual computer and download the individual exams. Each exam has a unique ID and password.
- The exams officer will allocate invigilators to the virtual exam room.
- Exam room notices and warning to candidate's notices are displayed inside and outside of the examination room.

### Conducting Online Examinations

- Immediately prior to the exam the invigilator will check that the computers are all working and have the correct software downloaded.
- The invigilator will read out the information for candidates for on-screen tests notice and also supply the candidates with a hard copy of the information.
- Candidates will be advised of the usual exam room regulations as per the displayed notices.
- candidates log into their examination using their unique ID and Password
- When all candidates are logged into the examination system the administrator selects and authorises the exam and the candidates then start the exam.
- The On-screen exams have a set time for the examination, this includes extra time agreed through access arrangements online for eligible candidates.
- When the on-screen examination is complete the exam software automatically saves and uploads the candidates' exam.
- Candidates are allowed to leave the exam room when their on-screen examination is complete.

### Risk Assessment for on-screen exams

- On-Screen exams have a window of 4 hours from the designated start time of the exam, in which the exam must be completed.
- Software is checked by the exams officer, the day prior to the exam taking place to ensure all software is installed correctly and is up to date.
- Emergencies evacuations procedure is followed during on-screen examinations and the on-screen test procedure for emergency evacuations will apply, this is awarding body specific and their procedure will be applied.
- The exam room incident log will be completed in all disruptions to the on-screen exam and forwarded to the relevant awarding body.

<b>Last updated</b>	<b>Next review</b>	<b>Person responsible</b>
MARCH 2021	MARCH 2021	ES





## Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.

Appeals may be made to Big Creative Training regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the Big Creative Training for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received *at least two weeks before the date of the last external exam in the subject*.

On receipt of a written appeal, the Examinations Officer will conduct an enquiry into the internal assessment. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

### Information for Students

If at any stage during your exam courses you have concerns about the **procedures** used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects / performance) you should first speak with your subject teacher and/or the Curriculum Manager and discuss the matter fully with him/her. Hopefully this will resolve the situation.

If you are still unhappy, you should then see the Examinations Officer as soon as possible. The Examinations Officer, Elaine Smith, can be contacted via email ([Elaine.smith@bigcreative.education](mailto:Elaine.smith@bigcreative.education))

Last updated	Next review	Person responsible
MARCH 2021	MARCH 2021	ES