

## **Public examinations procedure**

Reviewed June 2021 by the examinations officer

Next review June 2022

This applies to all external exams taken at DLD College. DLD follows procedures as described by the JCQ *Instructions for Conducting Examinations* and CIE *Regulations and guidance for administering Cambridge exams*. The examinations officer is responsible for the good order of the examination process, security, preparation, timetabling and conduct of the examinations.

### **Examination Entries**

Students at DLD have access to GCE Advanced Level, GCSE and BTEC as well as other qualifications. The choice of a specification for a particular course is the responsibility of the subject leader.

In such a large enterprise tutors and students conform to the strict administrative arrangements laid down by the examination boards. No entries or changes to boards, specifications or options are made without reference to the relevant subject leader and to the examinations officer.

All subject entries to public examinations are made by the examinations officer, acting on authorisation from subject leaders. It is understood that changes to examination entries can only be made by subject leaders and/or directors of studies and that changes to examination entries can only be implemented by the examinations officer. He is informed in writing of intended changes, additions, deletions etc, otherwise they do not happen.

All intended entries are agreed between tutors and students prior to entries being authorised by the subject leader and directors of studies subsequently implemented by the examinations officer. Once the entry deadline has been reached withdrawal, or, a change of tier, or a non-attendance at any examination, or a non-production of coursework, incurs a charge of £60 per components. (Cases with evidenced medical reasons are excepted.)

Candidates will be asked to check their statement of entries and to resolve any discrepancies with the appropriate subject leader.

### **Charging for Examination Entries**

Examinations fee are included in the overall fee paid by students. Late entry, withdrawal after entry, no-show for examination, and such like costs are in addition to this fee.

DLD does not take on external students for examinations.

Ex-DLD students who wish to re-sit some of their examinations in order to improve their A-level grade will only be allowed to do so if they have tuition at DLD and will be charged £60 per unit entry.

### **Timetabling of examinations**

The awarding bodies' final published timetables are followed. Morning examinations start at 9.30am and afternoon examinations at 1.30pm. CIE exams may have different start time.

Individual candidate and centre timetables are created during the Spring term using the centre's software MIS.

For all special arrangements, clashes and supervision of candidates with special arrangements the JCQ and CIE requirements are followed.

In the case of timetable clashes the EO decides the order of the examinations to minimize disruption. Security of the question papers and constant supervision of the candidates (involving isolation from any other candidates) is planned and maintained at all times.

In case of overnight supervision or and supervised journeys to and from DLD, the examinations officer assesses the best method to ensure the candidate's wellbeing.

In any event the examinations officer ensures the completion of the JCQ or CIE form Timetable variation and Confidentiality Declaration for Overnight Supervision before the start of the examination series.

### **Procedure for receipt and secure storage of examination materials**

Examination materials are signed for by reception staff.

Reception staff will maintain a log of materials delivered.

Upon receipt, reception staff will immediately contact the examinations officer by telephone/email.

If the examinations officer is known to be off-site or otherwise uncontactable, reception staff will contact the vice principal (academic). In the absence of both, the bursar should be contacted.

In the unlikely event of the bursar, the vice principal and the examinations officer all being unavailable the materials will be locked in a filing cabinet. At no time will examination materials be left unguarded. Efforts to contact the bursar/the vice principal /examinations officer must continue.

The examinations officer will check packets of all examination papers and will then lock them in the safe room. If the question papers cannot be checked immediately, they will be taken to the safe room and the examinations officer will check them as soon as possible thereafter.

The examinations officer will check the material carefully and immediately inform the awarding body in case of any problems related to breach of security, damaged material, inadequate or wrong delivery.

Apart from the bursar, the vice principal and the examination officer, no members of staff are authorised to deal with examination materials.

Examination question papers will be stored in the barred and padlocked filing cabinets within the safe room. Other materials will be stored in the safe room.

A log will be kept of when secure materials are taken from and, when needed, returned to the safe room throughout the time the material is confidential.



## **Accommodation**

The head of centre is responsible for providing an appropriate assessment environment and the examinations officer will check that each room satisfies requirements in terms of heating, lighting, ventilation and outside noise level. No display material which might be helpful to candidates is ever visible. Each room has a reliable clock that is visible to all candidates.

The invigilator makes sure that the JCQ/CIE regulations are met.

All candidates sit an examination at the centre unless permission has been given from the awarding body beforehand for candidates to take the examination elsewhere. In all cases, the question papers remain in the secure storage facilities at the centre's registered address until one hour before the awarding body's published starting time on the day of the examination.

Candidates should store their personal belongings in a locker whilst the examination is in progress.

## **Invigilation arrangements:**

At DLD all tutors may be involved in the invigilation of public examinations. The data and timetable manager the schedules for invigilation. These schedules are available in advance and staff are asked to check for possible clashes or errors.

**All invigilators should follow the procedures set out in the invigilator handbook.**

## **Non examination assessments**

It is important that subject leaders communicate well in advance with the data and timetable manager when they plan to hold oral or practical exams. There are inevitably rooming implications which cannot be organised at the drop of a hat.

## **MFL speaking tests**

The exams officer will download the speaking tests from awarding body secure websites not earlier than 24 hours before the start of the test. The downloaded test will be given to the e-learning co-ordinator to enable the test to be transferred to MP3 players. The e-learning co-ordinator will maintain a log of all transactions.



## **Non examination assessment policy**

It is the responsibility of heads of subject to become familiar with the NEA requirements set out in each specification which they deliver. Heads of subject must also be familiar with the JCQ/CIE regulations concerning NEAs. They can contact the examinations officer for clarification but each head of subject is responsible for meeting the subject specific requirements and the relevant regulations.

Heads of subject must carry out and record a risk assessment for each specification.

It is the responsibility of heads of subject to obtain the NEA task details from the examination boards.

The head of subject should choose the most appropriate time for the NEA to take place.

Subject leaders must plan when and how the assessment will take place, taking into account the accommodation and resources required.

Relevant display materials must be removed or covered up.

All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision

If required, each student is to keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography.

All assessment materials must be locked in a suitable secure cabinet at the end of each session.

Separate IT user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away.

If a student is absent, the teacher must allow that student the chance to make up the time if necessary.

Entries for NEA must be made at the appropriate time.

Attendance records from assessment sessions should be kept by the class teacher.

Work may be handwritten in black ink or word processed. Printouts, charts and videos can 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 exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

If suspected malpractice occurs, the examinations officer must be informed.

If a student's work is lost within the school, this must be reported to the examination board.

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Authentication forms must be signed by the teachers and candidates.

Access arrangements apply to controlled assessment. For clarification about which access arrangements apply, the examinations officer should be consulted.

The assessment marks must be submitted to the examinations officer by the appropriate date.

Candidates should be told their marks. No attempt should be made to guess what grade this will equate to.

Candidates' work must be securely stored until all results have been verified.

After the results are published it may be possible to request a re-moderation of the work.

### **NEA – Risk Assessment**

Risk	Problem Areas	Resolution	Avoidance
Conflicting priorities	Assessment schedule clashes with other college activities – outings, sports fixtures. Too many assessments close together across subjects.  Demand for repeat assessments close to exams.	Careful planning in consultation with college calendar – negotiation with other parties Spacing of assessments to allow candidates time between tests  Limit on retakes and timing.	Planning well ahead e.g. start of year 10 for all subjects; establishment of priorities. Advance planning to space assessments throughout 2 years of course. Retakes limited to sensible number and candidate choices reduced.
Room problems	Insufficient space in classrooms for number of candidates Insufficient IT facilities for all candidates Specified spacing impossible in classroom situation Insistence on "exam conditions" by staff	Use of more than 1 classroom or staggered testing Careful planning ahead and booking of rooms Possible re-rooming to take account of this Use of Gallery or Library	Insistence on assessment as "class test" More investment in IT  Timetabling consideration
Download problems	IT system unserviceable on day of assessment  Unable to access task details	Book well ahead and download ahead of scheduled date of assessment Ensure staff have access rights to	Consider downloading well ahead of scheduled date in all cases  Test secure access rights ahead of

	Loss of task details in transmission	correct area of AB secure site ahead of time. CD-ROM loss reported to BW for replacement; download again.	schedule every year and every season
Absent candidates	Candidates are absent on day of assessment for various reasons  Candidates have a clash –	Have alternative date for candidate to catch up  Check before booking the date; provide alternative date	Always plan a second catch-up session even if inconvenient for candidate Always consider candidate timetables well ahead and sort out priorities.
Control level problems	Assessment is undertaken under incorrect level of control (high/medium/low)	Apply for special consideration	Ensure staff know which level of control is applicable and understand what is involved in that level.
Supervision & Invigilation	Candidate study diary/plan not provided Candidate study diary/plan not completed	Ensure candidate completes diary/study plan Explain nature of assessment as test in class, not exam.	Ensure all candidates start, continue and complete study diary/plan and have it signed every session. Ensure staff understand nature of assessments and their role in supervision.
Security of Materials	Assessment tasks not kept secure before assessment Candidates work not kept secure after assessment Insufficient storage space Storage space insecure Classroom used for other activities	Request or obtain different assessment tasks Material removed to secure storage outside department area Find alternatives Obtain security devices Find alternative spaces.	Ensure staff all understand nature of security of tasks Secure storage is defined and provided for each department as necessary – level of security is not as high as for exam papers.
Deadlines	Deadlines not met by students  Deadlines for marking not met by staff	Mark what student has produced by deadline  Staff request extension from BW	All students clearly briefed on deadlines and penalties for failing to keep them. All staff given clear deadline dates to complete marking and paperwork so

			EO can process and send off marks ahead of scheduled deadline.
Authentication	<p>Candidate fails to declare the work is authentic</p> <p>Staff fail to complete authentication forms Staff leave before completing authentication</p>	<p>Find candidate and ensure form is signed</p> <p>Return form to staff for signature</p> <p>Ensure forms are signed as work is marked, not at end of season</p>	<p>Ensure all candidates are provided with authentication forms to sign and attach to work when it is completed and before it is handed in</p> <p>Ensure staff understand importance of authentication forms and necessity of signature.</p>

