

Examination & Invigilation Policy

1. Purpose of the policy

The purpose of this policy is to ensure that:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students;
- All examinations and external assessment processes are conducted in line with national and examining body regulations;
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

2. Exam responsibilities

CEO:

Overall responsibility for Nova as an examination centre.

Education Coordinator:

Responsible for the effective provision of all internal and external assessments:

- Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- Ensure that all Nova's students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- Ensure that students, teachers and all relevant parties are aware of key dates and details regarding all course entries and external examinations.
- Oversee all results analysis:
- Oversee the dissemination, publication and celebration of results.

Education Coordinator:

Manage the administration of public and internal examinations, coursework and controlled assessments:

- Manage examination administration:

- Maintain systems and processes to support the timely entry of students for their examinations;
 - Submit students' coursework and controlled assessment marks;
 - Arrange dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule;
 - Arrange for dissemination of examination results, any appeals/re-mark requests and certification;
 - Manage results on Learnertrack and Salesforce, checking sites to ensure statistics are correct.
- Oversee the efficient conduct of all examinations in Nova:
 - Advise the IQA, tutors, volunteer classroom assistants and tutors, students and all relevant parties on annual examination timetables and application procedures as set by the various awarding bodies:
- Produce the relevant timetables;
- Provide information for Nova's website;
- Consult with tutors to ensure that necessary coursework and controlled assessments are completed on time and in accordance with Joint Council for Qualifications (JCQ) guidelines;
- Provide and confirm data on estimated entries;
- Advise the Head of Impact Measurement and Compliance on suspicious or actual incidents of malpractice (refer to the JCQ document "Suspected Malpractice in Examinations and Assessments");
- Education Coordinator must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate
- Receive, check and store securely all examination papers and video evidence;
- Arrange locations for all examinations - inform the IQA and staff of room usage, identifying and managing examination timetable clashes.
- Make applications for students with special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance.
- Provide additional support for students with access arrangements.

- **Teachers**

To ensure that all relevant students for whom they are responsible are given the best opportunity possible to achieve in the relevant subject:

- Liaise with the IQA and inform them of any new qualifications being considered or offered.
- Ensure that any volunteers are familiar with the relevant assessment frameworks and objectives for all relevant examinations.
- Ensure that all relevant students are best prepared for external assessments through:
 - long- and medium-term planning;
 - regular monitoring and formative assessment;
 - practice and intervention strategies.
- Ensure that all examination entries and coursework/ controlled assessment procedures are administered in a timely and efficient manner through:
 - accurate completion of entry forms and all other mark sheets;
 - adherence to deadlines as set by the Head of Services.
- Ensure that their relevant examinations run as smoothly and effectively as possible:
 - provide 'hot lessons' or timely revision sessions prior to all external examinations, wherever possible;
 - ensure that they are present at the start of every formal examination in their subject, to ensure that students and invigilators are clear on the examination contents.
- Analyse their subject's examination performance data and review practice considering this analysis, considering:
 - performance against prior attainment data;
 - performance by teaching group;
 - performance by sub-groups including gender, ethnicity, FSM and SEN data.
- Maintain accurate records of students' progress, enabling accurate predictions of results.
- Identify students who are at risk of under-performing
- Notify Head of Services of students who may potentially require access arrangements (as soon as possible after the start of the course).

Invigilators/ Assessors:

- Collection of examination papers and other material from the IQA or Education Coordinator before the start of the examination.
- Oversee examinations, in line with national and examination body regulations.
- Take an accurate register of all students sitting examinations.
- Collect all examination papers in the correct order at the end of the examination and ensure their return to the IQA.

Students:

- Confirm accuracy and sign entries.
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates the work as their own.
- Read, understand and comply with all examination regulations

3. Special needs and access arrangements

The Equality Act (2010) and Disability Discrimination Act (2005)

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the tutor.

Access arrangements

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Education Coordinator.
- Locations for access arrangement candidates will be arranged by the Education Coordinator.
- Invigilation for access arrangement candidates will be organised by the Education Coordinator and IQA.
- Making special arrangements and arranging support for candidates to take examinations is the responsibility of the tutor.

4. Entries, entry details and late entries

Entries

- Tutors select students for examination entries.
- Students can request a subject entry or withdrawal.
- Entry deadlines are circulated to tutors via email.
- Late entries need to be authorised by the Head of Services.

Examination fees

- Students may be required to pay for external examinations.
- Late entry or amendment fees are paid by Nova or students, according to who is responsible for the late action.
- Students may be responsible for the payment of re-sit entries, but in some cases, Nova will cover these entries as well; for example, where Nova has entered students into an examination as part of a specific project.
- Candidates will not be charged for changes of level, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

5. Regulations, clash students and special consideration

Regulations

- Nova's published rules on acceptable behaviour and students' use of mobile phones and all electronic devices apply at all times.
- Students' personal belongings remain their own responsibility and Nova accepts no liability for their loss or damage.
- Disruptive students are dealt with in accordance with Nova's policies. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- The examinations team will attempt to contact any student who is not present at the start of an examination and deal with them in accordance with Nova's policies.

Special consideration

- Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise

disadvantaged or disturbed during an examination, then it is the student's responsibility to alert their tutor, or the Education Administrator, or the Education Coordinator, or the examination invigilator, to that effect.

- The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- The Education Coordinator will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

6. Controlled assessments, coursework and appeals against internal assessments

Controlled assessments

Controlled assessments are the responsibility of tutors:

- All controlled assessments should be run in line with the relevant awarding body's regulations.
- The IQA responsible for examinations and Education Coordinator should be informed of the running of all controlled assessments at least two weeks prior to their commencement
- Tutors will ensure that the IQA or the Education Coordinator are informed of all students requiring special consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.
- Tutors will complete and pass relevant mark sheets and samples to the IQA.
- The IQA will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent when and to whom.
- Tutors provide the IQA with marks for all internally assessed work and estimated grades

7. Results, enquiries about results (EARs) and access to scripts/video (ATS/V)

Results

- Students will receive individual results slips on results days either in person at the centre or by post to their home addresses (students are to provide stamped addressed envelope if this is required).

EARs

- EARs may be requested by Nova staff or students if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the IQA, Education Coordinator and teaching staff responsible for examinations will investigate the feasibility of asking for a re-mark at the organisation's expense.
- When the centre does not uphold an EAR, a student may apply to have an enquiry carried out. If a student requires this against the advice of subject staff, they will be charged.
- The consent of students must be obtained for all EARs

ATS/V

- After the release of results, students may ask subject staff to request the return of papers within three days' scrutiny of the results.
- staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.

8. Certificates

- Certificates are presented in person.
- Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so.
- Replacement Certificated Statements of Results are only issued if a student agrees to pay the costs incurred.

9. Malpractice

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during examinations to obtain a qualification or certificate. Examples include:

- Claiming certification for non-active candidates.

- Claiming for a certificate for candidates who have not undergone appropriate assessment.
- Claiming for incorrect units or qualifications.
- Claiming for fictitious candidates.
- Fraudulent candidates.
- Using any books, notes or other material for theory examinations.
- Communicating with other candidates or outside sources during theory examinations.

It is distinguished from maladministration, which is the accidental claiming or issuing of certificates. The former is a deliberate act to deceive, the latter incompetence or a simple mistake.

Reporting Malpractice

If anyone at Nova suspects malpractice they should report it to their tutor or line manager as soon as possible. Nova has a duty to report it to the awarding body immediately and before undertaking an investigation into the alleged irregularities.

If material collected by STA AB is confidential to the individual, such as financial details, STA AB will ensure that this is kept secure and not disclosed to a third party. Additionally, STA AB will guarantee that a complainant's identity will not normally be disclosed without his or her formal written agreement.

Any report of malpractice will be reported to Senior Management who may refer the matter to the trustees. If malpractice is proven they can take appropriate action, including expelling those involved.

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