

# LSI Independent College

## Exam policy

**Reviewed:** Oct 2024 by Dr. Jan Capar

**Next Review:** August 2025

## Exams Policy

2024-2025

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### The purpose of this exams 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 exams policy will be reviewed every Autumn Term.

The exams policy will be reviewed by the Head of Centre and the Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at

[www.jcq.org.uk](http://www.jcq.org.uk).

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## 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 in accordance with the JCQ document *Suspected Malpractice in Examinations and Assessments*. Please refer to 'Malpractice policy' at <https://www.lsi.college/policies>.

#### **Exams Officer:**

- Manages the administration of external examinations.
- Advises the senior leadership team, subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution of annual timetables for all exams and communicates regularly with staff concerning deadlines and events.
- Ensures that candidates and their parents are informed of exam timetables and related details.
- Administers access arrangements and makes applications for special consideration according to JCQ guidelines.
- Manages exam timetable clashes and maintains systems to support candidate entries.
- Manages the recruitment, training, and monitoring of exams invigilators.
- Tracks, dispatches, and stores returned coursework/controlled assessments.

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### **Contingency Planning**

**Purpose:** The contingency plan ensures LSI Independent College is prepared for any disruptions to the examination process, in line with JCQ and awarding body guidance.

**Scenarios Covered:** The plan addresses various disruptions, including exam paper security breaches, adverse weather, facility issues (power failures, fire, or flooding), staff shortages, IT failures, and health emergencies.

#### **Procedures:**

- 1. Alternative Venues:**
  - Pre-identified alternative venues will be used if the Centre is unavailable.
- 2. Communication Protocol:**
  - Stakeholders are informed of disruptions through email, the website, and SMS alerts.
- 3. IT System Failure:**
  - Backup systems will ensure minimal disruption for online exams.
- 4. Staffing Shortages:**
  - A reserve pool of trained invigilators is maintained to cover absences.
- 5. Health Emergencies:**
  - The Centre will implement safety measures (e.g., social distancing, PPE) according to JCQ guidelines.
- 6. Security Breach of Exam Papers:**
  - Breaches are reported immediately, and contingency measures are executed

following JCQ procedures.

## 7. Review and Updates:

- The plan is reviewed annually and updated according to JCQ regulations.

**Contact Information:** For more information or to report an emergency, contact the Exams Officer or Head of Centre.

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## Internal Appeals Policy and Procedure

**Purpose:** The Internal Appeals Policy ensures that LSI Independent College provides candidates with a fair and transparent process for appealing decisions related to internal assessments and the outcomes of external examinations, following JCQ requirements.

**Scope:** This procedure applies to:

- Appeals against internal assessment decisions (e.g., coursework/controlled assessments).
- Appeals against the Centre's decision not to support an Enquiry About Results (EAR).

## Internal Assessment Appeals Procedure:

### 1. Grounds for Appeal:

- A candidate may appeal if they believe that the Centre's assessment procedures were not followed properly or if there is evidence that their work was not assessed consistently or fairly.

### 2. Procedure:

- Candidates must submit a written appeal to the Exams Officer within 10 working days of receiving their assessment result.
- The appeal will be reviewed by the Head of Centre, who will arrange a meeting with the candidate and relevant staff to discuss the concerns.
- The outcome of the appeal will be communicated in writing within 5 working days after the meeting.
- If the candidate remains unsatisfied, they may request a review by an independent panel. The panel's decision will be final.

## Appeals Against Enquiries About Results (EAR):

### 1. Procedure:

- If the Centre decides not to support a candidate's EAR, the candidate may appeal this decision.
- The candidate must submit a written appeal to the Exams Officer within 5 working days of receiving the Centre's decision.
- The appeal will be reviewed by the Head of Centre, who will consider the evidence and the reason for the initial decision.
- The outcome will be communicated in writing within 5 working days.

## Review and Monitoring:

- All appeals are recorded and monitored by the Exams Officer to ensure consistency and fairness.
- The Internal Appeals Policy is reviewed annually to ensure compliance with JCQ and awarding body requirements.

**Contact Information:** For any queries regarding appeals, please contact the Exams Officer.

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### **Use of Word Processors Policy**

**Purpose:** The Use of Word Processors Policy outlines the conditions under which candidates are permitted to use word processors in exams at LSI Independent College, in line with JCQ Access Arrangements and Reasonable Adjustments guidelines.

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### **Management of Non-Examination Assessment Policy**

**Purpose:** This policy ensures that non-examination assessments (NEA) are managed in accordance with JCQ guidelines to maintain fairness, transparency, and academic integrity.

**Scope:** This policy applies to all subjects and qualifications offered at LSI Independent College that include non-examination assessments as part of their specification.

#### **Responsibilities:**

##### **1. Head of Centre:**

- Is responsible for ensuring that NEAs are managed and conducted in accordance with JCQ guidelines and awarding body requirements.
- Ensures that staff involved in NEAs are fully trained and understand their responsibilities.

##### **2. Exams Officer:**

- Coordinates the planning and scheduling of NEAs in collaboration with subject teachers.
- Ensures all materials and resources required for NEAs are available and that secure storage protocols are followed.

##### **3. Subject Teachers:**

- Are responsible for setting up and conducting NEAs according to the guidelines and specifications set by awarding bodies.
- Ensure that NEAs are marked and moderated fairly and consistently, and that records of assessments are kept accurately.

#### **Procedures:**

##### **1. Scheduling and Planning:**

- The Exams Officer and subject teachers work together to create a timeline for NEAs, ensuring they are completed within the required timeframe.
- Candidates are informed of NEA dates and requirements in advance.

## 2. Supervision and Conduct:

- NEAs must be conducted under the appropriate level of supervision as specified by JCQ guidelines (e.g., high control, medium control, low control).
- Any malpractice or misconduct during NEAs will be reported and managed according to the Centre's Malpractice Policy. Please refer to 'Malpractice policy' at <https://www.lsi.college/policies>.
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## 3. Marking and Moderation:

- Subject teachers are responsible for marking NEAs consistently, following awarding body guidelines and marking criteria.
- Internal moderation is conducted to ensure that standards are maintained across all assessments.
- Marks are submitted to awarding bodies according to the deadlines provided.

## 4. Storage and Security:

- All NEA materials are stored securely in line with JCQ regulations to prevent unauthorized access or tampering.
- The Exams Officer ensures that materials are dispatched securely to the awarding bodies when required.

## Review and Updates:

- This policy is reviewed annually by the Head of Centre and Exams Officer to ensure it aligns with JCQ regulations and awarding body requirements.

**Contact Information:** For questions regarding the management of NEAs, please contact the Exams Officer or the Head of Centre.

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## Qualifications Offered

The qualifications offered at this Centre are decided by the Head of Centre, including A Levels and GCSEs. Subjects offered each year are listed in the Centre's published documents.

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## Exam Series

Internal exams (mock exams) are scheduled in April 2024. External exams occur in May and June 2024. The Head of Centre decides which exam series are held.

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## Entries, Entry Details, and Late Entries

Candidates or parents can request subject entries, but entries or amendments made after awarding deadlines need written authorisation from the Exams Officer and Head of Centre.

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## Access Arrangements and Special Considerations

The SENCo identifies candidates' needs and works with the Exams Officer to implement necessary arrangements.

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### Malpractice

The Head of Centre, in consultation with the Exams Officer, investigates suspected malpractice.

- Please refer to 'Malpractice policy' at <https://www.lsi.college/policies>.
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