Learning and Enterprise College Bexley

Examinations Policy

Owner:	*Donna Notcutt - Service Manager - MIS & Exams*
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Examinations Policy

1.0 Introduction

The purpose of the Examinations Policy is to ensure that the planning and management of exams is conducted efficiently and in the best interest of candidates. It should ensure the operation of an efficient examination system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the Centre's examination processes to read, understand, and implement this policy.

2.0 Purpose

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3.0 Scope

Examinations may be internal classroom-based assessments conducted by tutors, portfolio-based assessments, invigilated examinations, on-demand assessments, paper-based or computer-based assessments.

On-demand tests can only be scheduled in windows agreed between the Curriculum Team and the Examinations Officer in line with the College calendar.

4.0 Examination Roles and Responsibilities

4.1 The Examination Officer is responsible for:

- Applying to Awarding Organisations for Centre Approval.
- Applying to Awarding Organisations for qualification approval, at least 8 weeks before start of course.
- Arranging suitable equipment for tutors to use for their course and examination, e.g., recording equipment.
- Making accurate entries for all examinations learners with the appropriate Awarding Organisation.
- Submitting examination entries in a timely manner to meet deadlines and avoid late entries
- Ensuring that ULN numbers are attached to each learner's entry.

- Liaising with the Learner Support Manager regarding access arrangements and submitting approval requests to the Awarding Organisation for non-GCSEs and A Level courses
- Booking accommodation and equipment for each examination.
- Providing invigilators for each invigilated examination.
- Submitting claims, coursework/controlled assessment work and/or marks to the Awarding Organisations to meet deadlines using the 'second pair of eyes' form and process.
- Advising students and tutors of examination results.
- Despatching certificates to learners.
- Inputting accurate results on the Centre's MIS system.
- Reporting results to the Senior Leadership Team.

4.2 Curriculum and Quality Managers are responsible for:

- Notifying the Examinations Officer of any new Awarding Organisation centre approvals required and supporting with completing the required forms and submitting evidence at least 8 weeks before the start of the course
- Ensuring that the required Guided Learning Hours for the qualification are programmed.
- Providing the Examinations Office with a list of programmed courses and relevant specification numbers and advising of any changes to these.
- Liaising with the Examinations Office regarding examination dates, ensuring that the course does not end after learners take the exam.
- Informing the Examinations Officer of equipment for tutors to use for their course and examination, e.g., recording equipment.
- Appointing an Internal Quality Assurer if required.
- Arranging and attending an External Quality Assurance visit when the qualification requires it.
- Signing the claim form
- Arranging storage for portfolios and distribution to students after certification.

4.3 Tutors are responsible for:

- Ensuring that they are teaching to the correct specification.
- For modular courses, providing a lesson plan showing required examination dates, e.g., AAT, ECDL.
- Submission of candidates' examination registration forms to the Examinations Department to meet entry deadlines.
- Ensuring that candidates are entered for the correct level of exam.
- Ensuring that coursework/controlled assessment work is completed by the deadline.
- Notifying the examinations office of the dates of non-examination assessments

- Ensuring work is submitted by end of course or deadline given, for portfolio-based qualifications. Ensuring that any work placement hours are completed and approved.
- Advising the Learner Support Manager of students with additional requirements for examinations.
- Attending Standardisation meetings if the qualification requires it.

4.4 The Learner Support Manager is responsible for supporting the Examinations Department in:

- Identification and testing of candidates to meet requirements for access arrangements for GCSEs and A Levels.
- Completing the referral forms as appropriate
- Ensuring appropriate evidence is submitted for required access arrangements.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.

4.5 Invigilators are responsible for:

- Supervision of examination candidates during internal and external examinations, and when students temporarily leave the exam room.
- Ensuring that noise during examinations is kept to a minimum.
- Collection of all examination papers in the correct order at the end of the exam and their secure return to the examinations office.
- Adhering to the Regulations and Procedures, as required by the Awarding Organisation.
- Attending appropriate training.

4.6 Candidates are responsible for:

- Confirmation and signing of entry registration forms.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Signing the College's plagiarism form.
- Notifying the Examinations Department of any change to personal details and circumstances in a timely manner.
- Advising the Examinations Department or Learner Support Manager of the need for access arrangements as soon as possible after the start of the course and submitting relevant written evidence to support special requirements requested.

5.0 Qualifications

The qualifications offered at this Centre are decided by Curriculum and Quality Managers under the guidance of the Principal and SLT, with final approval by the Senior Leadership Team.

Qualifications offered are with Awarding Bodies, such as AQA, Pearson, OCR, City and Guilds, AAT, BCS, CPCAB, CACHE, ITEC, NCFE, OCN, RHS.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year and on the Learning & Enterprise College Bexley's website: www.lecb.ac.uk.

It is the responsibility of Curriculum and Quality Managers to inform the Examinations Office of any changes of an Awarding Organisation or syllabus.

6.0 Exam Sessions

Both internal and external examinations run throughout the year. Internal assessments are scheduled on demand.

Invigilated computer-based examinations are held where required.

On-demand assessments can be scheduled only in windows agreed between the Curriculum Team and the Examinations Officers.

Examination dates are confirmed to tutors when dates are available. Students are texted and e-mailed to remind them of examination dates before each of their examinations.

7.0 Entries, Entry Details and Late Entries

Private candidates are not accepted at this Centre. All examination students must be on a current course with the Learning & Enterprise College Bexley.

The Centre does not act as an examination centre for other organisations.

Entry deadlines are circulated to subject tutors via registers and e-mail.

Late entries are authorised by Curriculum and Quality Managers and the Examinations Officer.

Re-sit dates are agreed with the Curriculum Team and then advised to students by the Examinations Office.

The limit on the number of re-sit opportunities is determined by the Awarding Body and College policy.

8.0 Examination Fees

Learners will not be charged for changes of tier or exam withdrawals, provided these are made within the Awarding Organisation deadlines and by following College procedures.

Examination and administration fees are included in the course fee.

Late entry and amendment fees made after the entry deadline are paid by the learner.

Re-sit fees must be paid by the learner before re-taking an examination.

9.0 Access Arrangements

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which Awarding Organisations comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

The Learner Support Manager will liaise with subject teachers of learners with special requirements and the Examinations Officer. Tutors must ensure that the LSM is informed of all students who may need assistance during their exams and suitable evidence of need must be provided. The tutor will also need to complete an 'Evidence of Normal Way of Working' Form.

The Learner Support Manager will advise the Examinations Officer of any access arrangements required and arrange testing of learners if needed. On receipt of appropriate evidence, the Examinations Officer will make a request to the relevant Awarding Organisation and request approval. Approved access arrangements will be confirmed to students in writing by the Learner Support Manager.

9.0 Contingency Planning

Contingency planning for exams administration is the responsibility of the Examinations Officer in liaison with the Senior Leadership Team. This is covered in a separate policy.

10.0 Managing Invigilators

Invigilators are recruited from existing College staff and external applicants. These invigilators will be used for both internal and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Department. DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Examinations Office team.

Invigilators' rates of pay are set by the London Borough of Bexley.

11.0 Malpractice

The Examinations Officer is responsible for investigating suspected learner malpractice. Any staff malpractice is dealt with under the local authority's capability or disciplinary procedures and/or procedures outlined in the Awarding Organisation's malpractice/ maladministration guidelines.

12.0 Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other stationery and materials available for the invigilator.

Facilities management is responsible for setting up the allocated rooms.

The invigilator will start all examinations in accordance with the Joint Council for Qualifications (JCQ) guidelines, or other relevant Awarding Organisation's regulations.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not have sight of a question paper or give advice on questions to be answered.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

For computer-based assessments, ICT Support staff will be advised of the examination dates and will be on hand to assist with any technical problems which may arise.

For GCSE examinations, question papers must not be passed to subject teachers until 24 hours after the official finishing time of the examination, or the last learner has finished the paper if there are timetable variations.

13.0 Candidates

The centre's published rules on behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates entering and exiting the examination room must do so in line with JCQ and awarding organisation regulations.

The Examinations Officer is responsible for handling late or absent candidates on the exam day or subsequently.

Late arrivals may be admitted at the College's discretion. If admitted, they must be permitted the full allotted time for the examination.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Examinations Officer.

14.0 Special Consideration

Should a candidate 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, it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the Examination Invigilator, to that effect.

For temporary illness or injury, the candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Examinations Officer will then send a completed special consideration application to the relevant Awarding Organisation within seven days of the exam.

15.0 Internal Assessments, Appeals and Claims

15.1 Internal Assessments

It is the duty of course tutors to ensure that all internal assessment is ready for despatch at the correct time, or ready for internal verification at the required time. The Examinations Officer will mail the assessments when required and will keep a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work, and relevant candidate forms, must be provided to the Examinations Office by the course tutors by deadlines given.

15.2 Appeals Procedure

If a candidate is dissatisfied with an assessment outcome, she/he has the right to appeal. There are three stages in the appeals procedure and each stage must be exhausted before proceeding to the next one.

The main reason for appeal is likely to be:

- The candidate does not understand why she/he has not yet met the assessment criteria, due to lack of or unclear feedback from the tutor.
- The candidate believes she/he has met the assessment criteria and that the assessor has misjudged him/her.

Candidates are advised to keep their own copies of all the documents used in the appeals procedure.

This is covered in a separate policy.

15.3 Claims Process

No claims are to be made without a claim form signed by the CQM. Claims will be made using the 'second pair of eyes' form and process.

15.4 Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

15.4.1 Enquiries about Results (EARs)

EARs may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. EARs will be paid by the candidate.

If a result is queried by all candidates on a course, the Examinations Officer and

Curriculum staff will investigate the feasibility of asking for a re-mark at the centre's expense. For controlled assessment, re-marks can be requested only for the whole cohort of students in a subject.

15.4.2 Access to Scripts (ATS)

After the release of results, candidates may ask the Examinations Officer to request the return of papers by the deadline given by the Awarding Organisation.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once a script has been returned.

15.5 Certificates

Certificates are posted to home addresses by Certificate of Posting, or by Recorded Delivery if specified by the Awarding Organisation. They may also be collected at the College's annual Awards Ceremony or in person with appropriate ID.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing and bring relevant photo ID.

Unclaimed certificates will be kept by the College for one year before disposal in line with awarding body and GDPR requirements.