



# Bromley Adult Education College

## Exams Policy

2024-25

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Head of Centre signature (Yvonne Tomlin Miller)	
Qualifications Officer signature (Veronica Hughes)	
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## The Policy Purpose

The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- It is the responsibility of everyone involved in the college's exam processes to read, understand and implement this policy
- The exam policy will be reviewed annually by the qualifications officer

## Exam Responsibilities

### Head of Centre

**The head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

**It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the [JCQ-Instructions-for-conducting-examinations-2024](#) and [Instructions-for-conducting-Functional-Skills-assessments-English-and-Mathematics 24](#) documents, or other awarding body ICE document. Failure to do so may constitute malpractice as defined in the [JCQ Malpractice Sep24](#)**

The head of centre:

- Ensures that senior management and the qualifications officer familiarise themselves with the entire contents of [Gen regs approved centres 24-25](#) document. In particular, the head of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.
- Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. ([GR, section 1](#))
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of qualifications as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified tutors to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components

- Enables the relevant senior management, the qualifications officer/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensures that the qualifications officer/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the [JCQ-AARA-24-25](#) Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior management team who has a good working knowledge of the examination system

## Qualifications Officer

**The qualifications officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The qualifications officer manages the administration of public exams:

- Advises the senior management team, head of centre, curriculum development managers, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding organisations
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff that necessary coursework, controlled assessment and speaking assessments are completed on time and in accordance with [JCQ regulations](#)
- Provides and confirms detailed information on estimated entries, as required
- Receives, checks, records receipt and accuracy of exam papers
- Stores securely all exam papers and completed scripts
- Administers access arrangements and reasonable adjustments for candidates using the JCQ publication [JCQ-AARA-24-25](#)
- Identifies and manages exam timetable clashes
- Is responsible for organising the recruitment, training and monitoring of a team of exams' invigilators responsible for the conduct of exams
- Submits candidates' coursework and speaking assessment marks
- Tracks and stores coursework and any other materials required by the appropriate awarding organisation correctly
- Dispatches all scripts and relevant coursework on schedule and in accordance with GDPR requirements
- Arranges for the dissemination of exam results and certificates to candidates

- Forwards, in consultation with the head of adult learning, any appeals/remark requests
- Maintains systems and processes to support the timely entry for candidates for their exams

## **Tutors**

Tutors are responsible for:

- Notification of candidates with access requirements (as soon as possible after the start of the course)
- Completing referral forms for candidates requiring an assessment for AARA
- Ensuring candidates understand the behaviour expected in exams and what constitutes malpractice and how to avoid malpractice
- Informing the examinations office staff of any late enrollers on their course

## **Senior Management**

A member of the senior management team is responsible for:

- Provision of additional support to learners who have been identified by the BAEC specialist assessor as requiring support, such as spelling, reading, mathematics, dyslexia or essential skills assistance, hearing impairment, English for Speakers of Other Languages, IT equipment — to help candidates achieve their course aims

## **Invigilators**

Invigilators are responsible for:

- Attending invigilator training and have a thorough knowledge of the Instructions for Conducting exams for the various examining boards
- Collection of exam papers and other materials from the exams office before the exam
- Conduct of the examination
- Collection of all exam scripts in the correct order at the end of the exam and their return to the exams office

## **Candidates**

Candidates are responsible for:

- Submitting their exam entry before the college closing date
- Providing any relevant medical or psychological evidence of any special requirement request for exams. This includes additional time allowance and use of word processors
- Understanding coursework, controlled assessment and speaking assessment regulations and signing a declaration that authenticates the assessments as their own
- Making sure they attend the correct centre on the date and time given on their statement of entry
- Reading all rules and regulations sent to them in advance of the exam

## Policies/Procedures

The following policies are available on the college website [baec.ac.uk](http://baec.ac.uk)

- Access Arrangements Policy
- Appeals Procedure (externally marked or moderated assessments)
- Complaints (Customer Care) Policy
- Conflict of Interest Policy
- Data Protection and Data Security Policy
- Emergency Evacuation Policy
- Equalities Policy
- Escalation Process
- Examination Contingency Plan
- Examination Malpractice Policy
- Exams Archiving Policy
- Exams Policy
- Internal Appeals Procedure
- Late and Absent Candidate Policy
- Non-Examination Assessment Policy
- Safeguarding and Prevent Policy
- Whistleblowing Policy
- Word Processor Policy

## Qualifications Offered

The qualifications offered at Bromley Adult Education College are decided by the college head of centre.

The qualifications currently offered are:

- AQA GCSE English
- AQA GCSE Maths
- City & Guilds 3847 Entry Level English Skills
- City & Guilds 3847 Entry Level Maths Skills
- CPCAB Level 2 Award in Introduction to Counselling Skills
- CPCAB Level 2 Certificate in Counselling Skills
- Gateway Level 1 Award in English
- NCFE Level Level 1 Award in Photography
- NOCN Level 1 Award in Maths Skills
- OCN London Digital Skills Qualification Entry 3 Award
- OCN London Digital Skills Qualification Level 1 Award
- Pearson Edexcel Functional Skills in English (Entry 1 to Level 2)
- Pearson Edexcel Functional Skills in Maths (Entry 1 to Level 2)
- Trinity College English for Speakers of Other Languages (Entry 1 to Level 2)

The subjects offered for these qualifications in any academic year may be found on [www.baec.ac.uk](http://www.baec.ac.uk) if there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of August.

Informing the exams office of changes to a syllabus is the responsibility of the head of centre.

## Exam Sessions

- Internal exams and assessments and controlled assessments are scheduled on demand
- External exams and assessments are usually scheduled in December, March, May, June and July. However, they may also be scheduled at other times according to demand and availability
- The head of centre decides which exam series are used in the centre
- On demand tests are to be scheduled in agreement with the Qualifications Officer
- The Qualifications Officer will be responsible for creating and keeping the Exams Timetable up to date

## Timetable Deviations

Candidates must attend all exams on the dates advised. In cases of non-attendance due to illness the candidate must provide a medical certificate. If it is possible to reschedule the exam the candidate may be accommodated with another group of candidates. If this is not possible the candidate may have to forego the exam. In exceptional circumstances it may be possible to schedule a session for a single or small group of candidates.

## Late and Absent Candidates

Candidates who arrive late for their exam may be allowed entry if the JCQ examination requirements are met. Please see the [Late and absent candidate policy](#) for further information.

## Entries, Entry Details and Late Entries

- Candidates can request a subject entry, change of level or withdrawal before the relevant awarding organisation deadline. Deadlines are available on request from the exams office
- Bromley Adult Education College does not accept exam entries from external candidates
- Qualification registration forms are provided to candidates via tutor register folders
- In extreme circumstances late entries may be accepted for some subjects
- Bromley Adult Education College does not currently offer GCSE retake exams in January.

## Exam Fees

- For most subjects, the first attempt at the exam is incorporated into the course fee, paid by candidates on course enrolment. Candidates must pay for any further attempts at exams
- Late entry or amendment fees are to be paid by candidates

## Equalities Act 2010

- All exam centre staff must ensure that they meet the requirements of the Equalities Act 2010
- The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society
- Please refer to the BAEC [Equal Opportunities Policy](#) and BEAC [Equalities Policy \(Exams\)](#) for further information

## Access Arrangements

- Where candidates have declared an additional need on enrolment, the tutor will be informed
- Candidates have the opportunity to declare/request any special arrangements when they complete their Qualification Registration Form
- Making access arrangements for candidates to take exams is the responsibility of the qualifications officer, once the requirement has been confirmed by the candidate. Candidates must provide medical or psychological evidence where possible. Candidates must sign a data protection declaration before applications for access arrangements may be submitted
- In accordance with [JCQ requirements](#) candidates with learning difficulties/disabilities who have not previously been assessed will be required to be assessed by a college appointed specialist assessor. The BAEC assessment will be to assess the needs of the candidate for the particular course they are enrolled on and to suggest what, if any, adjustments may be made for their exam or assessment
- For further information please see BAEC [Access Arrangements Policy](#)
- Submitting completed access arrangement applications to JCQ or the awarding organisation is the responsibility of the qualifications officer



## Reasonable Adjustments

Candidates who have been assessed as requiring reasonable adjustments for their exams will have suitable arrangements made to enable them to be assessed on an equal basis to their peers. Reasonable adjustments will vary, according to the needs of the individual. A wide range of adjustments are available and some examples are listed in the BAEC [Access Arrangements](#) policy.

## Contingency Planning

Contingency planning for exams administration is the responsibility of the qualifications officer. Further information can be found in the [Examination Contingency Plan](#).

## External Candidates

Bromley Adult Education College does not accept private candidates for examinations.

## Managing Invigilators

- Support staff and external staff are used to invigilate examinations
- Recruitment of invigilators is the responsibility of the qualifications officer
- In accordance with [JQC regulations](#) DBS checks are made on all invigilators. Further information is available in the [Safeguarding and Prevent Policy](#)
- Invigilators must have attended annual training and be familiar with the relevant JQC and other awarding body documents and regulations relating to exams
- Invigilators are timetabled and briefed by the qualifications officer
- Invigilators rates of pay are set by the college management team

## Malpractice

The qualifications officer is responsible for investigating and reporting suspected malpractice. The Head of Centre should be informed of any suspected malpractice. The report will be sent to the relevant awarding body within 48 hours of the incident. Further information can be found in the [Examination Malpractice Policy](#).

## Exam Days

- The qualifications officer will book all exam rooms and make the question papers and other materials available to the invigilator
- Site managers are responsible for setting up the allocated rooms in accordance with [JCQ regulations](#)
- Candidates will be advised to arrive 30 minutes before the exam start time for exam registration
- Candidate ID will be checked at registration and attendance noted (see procedure below)
- Candidate will be asked to surrender all unauthorised items during registration
- Candidates will be reminded to check that they have surrendered all unauthorised items again when they enter the exam room
- Candidates personal belongings will be put in a designated area in the exam room as indicated by the invigilator
- The invigilator will start all exams in accordance with JCQ or other awarding body regulations
- Tutors may be present at exam registration to assist with identification of candidates
- In practical exams tutors may be on hand in case of any technical difficulties
- Candidates must not leave the exam room with any paperwork

## Candidate Identification Procedure

- All candidates must provide proof of ID when registering on a course
- All candidates will be informed that they must bring proof of ID to any exam
- Candidate ID will be checked on exam registration on the day of the exam
- Candidates wearing religious clothing (such as a face covering) will be taken to a separate room by the qualifications officer/appropriate member of staff and asked to remove their covering so that their ID can be verified
- Candidates must ensure that their ID is on their exam desk in the exam room
- The invigilator will check candidates ID on their exam desk
- Any candidate without ID will be referred to the qualifications officer

## Candidates

- Candidates will be informed of all relevant JCQ documents relating to exams, non-examination assessments, the use of AI and Social Media. These documents include the following and will be available on the college website:
  - [JCQ IFC-NE Assessments 2024](#)
  - [JCQ IFC-Written Examinations 2024](#)
  - [JCQ Preparing-to-sit-your-exams-2024 25](#)
  - [JCQ-Social-Media-Infographic-v6](#)
- Candidates will be advised regarding expected exam behaviour and unauthorised items prior to the exam and on the exam day
- Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Only materials and equipment required for the exam should be brought to the college
- Bromley Adult Education College has strict regulations regarding the possession of mobile phones and other electronic devices in exams. Mobile phones and other electronic devices and watches are not permitted to be taken into exam rooms. Candidates will be required to surrender all unauthorised items into a plastic wallet which will be provided by the college before the start of the exam. These items will be taken by examinations staff to college reception for the duration of the exam. Candidates are responsible for collecting their property from reception staff after the exam. BAEC cannot take responsibility for loss or damage to candidate's property. Any candidate who is not prepared to follow this condition must leave their electronic equipment at home.
- Candidates requiring any reasonable adjustments for examination, including extra time, use of word processor etc. must have requested this prior to the assessment/exam (see 'Access Arrangements' and 'Reasonable Adjustments' above)
- For exams longer than one hour candidates may leave the exam room if they finish early, but no sooner than one hour after the published starting time. They will not be allowed to return to the exam room under any circumstances until the exam is over and scripts have been collected
- The qualifications officer is responsible for managing late or absent candidates. There is a separate [Late and Absent Candidates Policy](#)
- For clash candidates, the supervision of escorts and identifying a secure venue is the responsibility of the qualifications officer

## Special Consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during the exam, then it is the candidate's responsibility to alert the college, the qualifications officer or the exam invigilator, to that effect
- 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 qualifications officer will then forward a completed special consideration form to the relevant awarding organisation within seven days of the exam

## Emergency Evacuation

If the alarm sounds during an exam the Emergency Evacuation Policy must be followed. The exam room must be evacuated and candidates supervised to ensure the integrity of the exam remains in place until the building is announced safe to return. The separate [Emergency Evacuation Policy](#) gives further guidance. On no account should an alarm sounding during an exam be assumed to be a practice.

## Internal Assessments and Appeals

It is the duty of the head of centre to ensure that all internal assessments are ready for moderation and/or submission at the correct time. The qualifications officer will assist by keeping a record of each despatch, including the recipient details and date and time sent. Marks for internally assessed work are provided to the qualifications officer by tutors/head of centre.

Candidates wishing to appeal against an internally assessed/marked work will be directed to the [Internal Appeals Procedure](#), available on the college website.

## GCSE Post Results Services and Appeals

### Results

Candidates will be advised of their results on published results dates. Candidates will be advised of their results via email after the specified allowed time. Candidates can collect their result in person, if they want to. Results not collected by 4pm on exam result day will be posted by first class post that day.

### Enquires About Results

Following the receipt of results the qualifications and senior management will be available to discuss any post results services with candidates.

### Access to Scripts (ATS)

GCSE candidates may request a copy of their script to decide whether to apply for a review of marking. The candidate must pay the relevant awarding body fee for this service and apply before the college deadline.

After the release of results, candidates may ask exams staff to request the return of their original exam scripts. This service is currently available to GCSE candidates.

College staff may also request scripts for investigation or for teaching purposes. Written consent of candidates must be obtained before any such request is made. This is only available for GCSE subjects.

### Reviews of results (RoRs)

GCSE candidates can request a RoRs:

- Clerical re-check
- Review of marking

**Full details of Post Result Services and Appeals are in the BAEC Appeals Procedure** (externally marked or moderated assessments).

### Appeals

If BAEC does not support the candidates request for a post result service, then the candidate can make an appeal as outlined in the [BAEC Internal Appeals Procedure and Policy](#).

## Certificates

Certificates arrive in the centre throughout the year. In normal circumstances, candidates are invited to collect their certificate from the centre they attended. However, they may be posted by recorded delivery mail, on request. All certificates collected from the college must be signed for on receipt.

Please refer to the [Exams Archiving Policy](#) for details of Certificate retention and destruction.

## Conflicts of Interest

All staff involved in teaching, marking and invigilating exams or assessments at BAEC are required to declare any conflicts of interest to the head of centre or head of adult learning. Further information is available in the [Conflict of Interest Policy](#).

## Data Protection & Confidentiality

BAEC is a college under the control of London Borough of Bromley. College records of candidates and exams will be held securely, in line with GDPR requirements. Further information is available in the [Data Protection and Confidentiality Policy](#).