



EXAMINATIONS POLICY

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1. Scope and Purpose

1.1 This Examinations policy sets out the examination procedures for St David's Catholic Sixth Form College in accordance with the requirements of Qualifications Wales (QW), the Joint Council for Qualifications (JCQ), and other awarding bodies. The college is committed to ensuring that all examinations and assessments are conducted fairly, transparently, and in line with appropriate relevant regulations.

1.2 The purpose of this policy is to ensure that the college is complying with the guidance laid out by the regulatory bodies overseeing examinations. It also promotes a culture of accountability, transparency, and trust in the college's procedures.

1.3 This policy is aligned with and supports other college policies and procedures, including:

- Examination Procedures
- Safeguarding Policy
- Data Protection Policy
- Equality and Diversity Policy
- IT Security Policy
- Records Management Policy
- Whistleblowing
- Complaints Policy

1.4 This policy is informed by

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ A Guide to the Special Consideration Process
- JCQ Suspected Malpractice: Policies and Procedures
- Welsh Government best practice for Further Education Institutions
- Awarding Body Policies and Procedures (including but not limited to AQA, Agored, Pearson, UAL and WJEC)

1.5 By adhering to this policy, St David's Catholic Sixth Form College ensures that all examination related data is processed fairly, lawfully and securely while meeting its expected obligations. This policy will be reviewed regularly to remain up to date with changes imposed by the regulators and operational requirements.

2. Definitions

2.1 **JCQ** – Joint Council for Qualifications, is the regulator for the administration of public examinations

2.2 **Qualifications Wales** (QW) is the regulator of public examinations in Wales. The Welsh Government state that if a qualification is offered by Qualifications Wales, that is the qualification to be followed.

2.3 **Ofqual** is the regulator for public examinations in England, offering qualifications that are not available from Qualifications Wales

2.4 **Awarding Bodies**, these include WJEC, AQA, and Pearson, they offer qualifications with published specifications, guidance materials and assessments.

2.5 **Examinations**: A formal test of a person's knowledge, skills, or abilities in a particular subject or field.

2.6 **Conflict of Interest**: It occurs when an individual or organisation has competing interests or obligations that could interfere with their ability to make impartial decisions. This typically arises when personal, financial, or professional interests could unduly influence actions or judgments, leading to potential bias or ethical concerns.

3. Policy Statement

3.1 Examination Entry and Registration

- Student's ULN (Unique Learner Number) and UCI (Unique Candidate Identifier) details will be sourced from their previous school or previous awarding body before entries can be made.
- Entries will be added to the MIS system in accordance with the curriculum offer.
- Students and staff must ensure that their examinations are correct; and any issues reported to the Examinations Office by the given deadlines.
- Late entries may be subject to late fees in accordance with the fees published by the awarding bodies.
- Students can enter themselves for re-sits in line with awarding body specifications, fees incurred are chargeable to the student.
- Any changes to amendments must be made by e-mail to the Examinations Office.
- Exam withdrawals will be made in accordance with the information held on the MIS system.
- All exam entry information to be made available to students and staff.

3.2 Examination Conduct and Regulations

- All external examinations will be held in accordance to the guidance laid out in the JCQ Instructions for Conducting Examinations document.
- All students must arrive at least 15 minutes before the exam time with appropriate identification and equipment.
- Electronic devices including mobile phones and smartwatches, are strictly prohibited in an exam room. The JCQ publishes penalties for breaching this regulation.

- Any form of misconduct, including disruptive behaviour, will be reported and subject to college disciplinary action and JCQ malpractice regulations.
- Students must follow instructions from the invigilator at all times.
- Any issues during the exam (e.g. illness, technical failure) must be reported immediately to an invigilator

3.3 Exam Security and Invigilation

- Examination papers will be securely stored and distributed in accordance with JCQ guidelines.
- Invigilators are responsible for ensuring a fair and orderly examination environment.
- In the event of an emergency (e.g. fire alarm), invigilators will follow the college's contingency plans to ensure minimal disruption.

3.4 Access Arrangements and Special Consideration

- Students with **Additional Learning Needs** (ALN) or additional requirements such as extra time or supervised rest breaks can apply for reasonable adjustments through the Learning Support Centre (LSC)
- Request for access arrangements must be made by the awarding body deadline replicating a student's normal way of working.
- Special consideration requests (e.g. for illness, bereavement) must be submitted to the **Examinations Office** within **seven days** of their final exam.

3.5 Malpractice and Plagiarism

- Malpractice includes cheating, using unauthorised materials, impersonation and plagiarism.
- If malpractice is suspected, the incident will be investigated, and penalties may include disqualification from the exam.
- The college adheres to the JCQ and awarding body guidelines handling malpractice cases. The college is required to report all suspected malpractice cases to the awarding body.

3.6 Results, Appeals and Post-Examination Services

- Examination results will be published in accordance with the awarding body's schedule. The collection point will be published, and they will be available on the college's online portals.
- Students have the right to request a review of marking, clerical check or access to the script, subject to the regulations laid out by the awarding bodies and JCQ. Any fees incurred for these services will be paid by the student.
- Appeals against results must be submitted within the specified timeframe and accompanied by the required fees.

3.7 Contingency Planning

- The College will adopt robust systems in the case of any potential unexpected disruption.
- The college will have specific procedures to address potential risks including:
 - IT / System Failures – exam software, hardware failures
 - Adverse Weather – snow, floods or storms preventing access to the college
 - Staff Absence - illness, strike action or emergency leave
 - Power Failure – affecting IT and other facilities
 - Exam Venue Disruptions – fire, flood or building closure

4. Responsibilities

4.1 Principal

- Takes on the role of Head of Centre.
- Has overall responsibility for ensuring all aspects of exam administration, entries, and compliance are in line with the regulator's requirements.
- Allocate a budget and resource to enable a smooth running of the functional area.

4.2 Senior Leadership Team including ALNCo

- Responsible for deciding the curriculum to be taught in the college, ensuring that the awarding bodies defined requirements are met.
- Oversee contingency planning in case of disruption (e.g. severe weather, IT failure)
- Ensure fair and consistent application of the examination policy and regulatory procedures
- Liaise with examination team to ensure students with access arrangement requirements are identified, appropriate evidence is sourced, and arrangements are put in place in line with the regulations.

4.3 Examinations Office

- Register students for examinations and liaise with awarding bodies.
- Ensure compliance with JCQ and other regulatory bodies.
- Oversee timetabling and venue arrangements.
- Ensure secure storage and distribution of examination papers.
- Ensure that they are submitted to the defined place within 24 hours of the completion of the examination.
- Prevent and investigate any suspected cases of malpractice or breaches of security.
- Manage the distribution of results and the collation of certificates.
- Handle any enquiries about results including reviews of marking and appeals as well as requests for access to scripts.

4.4 Teaching Staff

- Ensure students are aware of exam requirements and provide academic support.
- Ensure students are prepared to sit the examinations and that they understand the assessment requirements.
- Check exam entries are accurate and up to date.
- Mark and submit internal assessment grades in line with published deadlines.
- Ensure that internal assessments comply with awarding body guidelines.

4.5 Pastoral Staff

- Ensure students are supported in their preparation of assessments.
- Inform the examinations office of any issues affecting a student's performance as well as absence.

4.6 Invigilators

- Ensure that the examination integrity is upheld in line with requirements laid out by the JCQ.
- Monitor examination rooms to ensure that they are fair and controlled environments.
- Assist with the distribution and collection of examination papers.

4.4 Students

- Ensure that the college holds their correct details as confirmation of qualifications are printed legal documents.
- Ensure that they are aware of their examination timetables.
- Ensure that they are aware of regulations and requirements and the consequences of not following the rules and regulations.
- Arrive at the allocated examination venue, on time with their college lanyard and the correct equipment.
- Inform the examination office through their pastoral tutor of any issues that may impact their performance.

5. Equality and Welsh Impact Assessment Statement

5.1 An Equality and Welsh Language Impact Assessment has been conducted for this policy, and no significant positive or negative impacts have been identified in relation to any protected characteristic or the Welsh Language, although the implementation of access arrangements is a positive impact on students. The policy has been developed to be inclusive and fair, ensuring that it does not disadvantage any particular group. While no specific actions are required, we remain committed to monitoring its implementation to ensure continued compliance with equality principles and to address any unforeseen impacts that may arise.

6. Communication and Storage

6.1 This policy is available

- This policy is available in Welsh.
- Accessible versions of this policy are available upon request

6.2 This policy can be accessed

- This policy is published on the college website.
- This policy is published on the 'Every platform' for staff.
- This policy is shared with learners via the website and LINC