



EXAMS POLICY

Swansea Sixth form College is trading as Swansea College.

Purpose

The purpose of this Examinations Policy is to ensure that all examinations at Swansea College are managed and administered in a secure, fair, and efficient manner, in line with regulatory requirements and best practice.

This policy aims to:

- Ensure the effective planning, organisation, and conduct of all internal and external examinations, prioritising the best interests and outcomes of all candidates.
- Provide a clear and structured framework for all staff involved in the examinations process, promoting consistency and compliance across the centre.
- Establish a proactive and coordinated response to any disruption in the examination process, ensuring minimal impact on candidates and safeguarding exam integrity.
- Outline responsibilities for all individuals involved in the examination cycle, requiring them to be familiar with, understand, and implement the policy in full.

1. Exam Responsibilities

Head of Centre / Exams Officer

The Head of Centre holds overall accountability for Swansea College as an approved examinations centre and is responsible for ensuring full compliance with awarding body and JCQ regulations.

Key responsibilities include:

- Providing guidance and making final decisions on matters relating to appeals and reviews of marking.
- Reporting any suspected or confirmed cases of malpractice in accordance with the JCQ publication *“Suspected Malpractice in Examinations and Assessments”*.
- Ensuring up-to-date knowledge and application of the JCQ *General Regulations for Approved Centres*.
- Ensuring that a qualified and competent Exams Officer is formally appointed to oversee the operational management of all examinations.

Note: The Head of Centre must not act as the Exams Officer under any circumstances.

The Exams Officer is responsible for the administration, coordination, and secure delivery of all public and internal examinations at the centre. This includes ensuring compliance with JCQ and awarding body regulations, supporting staff and students, and managing all aspects of the exams process from entry through to results.

Key responsibilities include:

- Managing the administration of all external and internal examinations, including post-results services.
- Advising the Senior Management Team, subject and class tutors, and support staff on annual exam timetables and entry procedures as set by awarding bodies.
- Producing and distributing an annual exams calendar to staff, governors, and candidates; maintaining regular communication regarding key deadlines and updates.
- Ensuring candidates and parents are fully informed of key examination dates and requirements.
- Consulting with teaching staff to ensure coursework, controlled assessments, and non-exam assessments (NEAs) are completed and submitted in line with JCQ regulations.
- Providing and confirming estimated entry data where applicable.
- Receiving, checking, and securely storing examination materials and completed scripts in compliance with JCQ protocols.
- Working closely with the ALNCo to identify and implement access arrangements for eligible candidates.
- Identifying and resolving examination timetable clashes.
- Managing exam-related finances, including income and expenditure related to exam entries, re-marks, and associated costs.
- Recruiting, training, deploying, and monitoring a team of invigilators, including management of the Senior Invigilator.
- Preparing and presenting analysis reports to the Senior Leadership Team, showing exam outcomes in relation to predicted grades and historical data, and advising on improvements.
- Tracking the dispatch of coursework, controlled assessments, and NEAs; maintaining accurate logs of submissions and returned materials.
- Care must be taken when handling question paper packets to ensure the packaging is not damaged.
- Disseminating exam results and certificates to candidates in accordance with centre policy.
- Supporting and coordinating all post-results services, including Enquiries About Results (EARs) and Access to Scripts (ATS).

- Providing guidance and pastoral support for candidates with queries about entries or results.
- Maintaining systems and procedures to support accurate and timely exam entries.
- Updating and maintaining the centre's Exam Entries / Exam Day Contingency Plan annually.
- Inputting coursework/NEA marks electronically and maintaining associated records securely.
- Ensuring that all coursework, declaration sheets, and supporting evidence are available and compliant for moderation or inspection.
- Overseeing the preparation and secure storage of NEAs for JCQ inspection.
- Completing all entry documentation and mark sheets accurately and in accordance with published deadlines.
- Administering access arrangements, including collecting and storing appropriate evidence and documentation.
- Conducting access arrangements assessments in collaboration with ALNCo, where applicable.
- Arranging specialist support for candidates with needs such as dyslexia, hearing impairment, or English as an Additional Language (EAL).
- Supporting teaching and learning by ensuring exam arrangements align with students' course requirements.
- Coordinating the external validation of qualifications delivered at Key Stage 4 and post-16.
- Providing support for careers and progression planning through assessment and results guidance.

SENCo (Additional Learning Needs Coordinator)

The SENCo is responsible for identifying and supporting candidates with additional learning needs to ensure that appropriate arrangements are in place for examinations. This role ensures compliance with the Equality Act 2010 and JCQ regulations on access arrangements and reasonable adjustments.

Key responsibilities include:

- Leading the administration of access arrangements, including the preparation and submission of applications to awarding bodies via the Access Arrangements Online (AAO) system.
- Identifying and assessing candidates' eligibility for access arrangements in accordance with JCQ criteria, in collaboration with subject staff, parents/carers, and external specialists.

- Conducting, or arranging for the conduct of, diagnostic assessments and gathering appropriate evidence to support access arrangement applications.
- Preparing and securely storing supporting documentation and signed Data Protection Notices, ensuring readiness for JCQ inspection.
- Providing ongoing additional support to candidates where required — including assistance with spelling, reading, writing, numeracy, and use of assistive technology.
- Coordinating specific arrangements and reasonable adjustments for candidates with:
 - Dyslexia or specific learning difficulties
 - Sensory impairments (e.g., hearing or visual)
 - English as an Additional Language (EAL)
 - Mental health needs or social/emotional difficulties
 - Physical access needs, including IT provision
- Liaising with the Exams Officer to plan and implement access arrangements, including invigilation, seating plans, room allocation, and technology setup.
- Notifying teaching staff of candidates with approved access arrangements at the outset of their course and ahead of key assessments or exams.
- Ensuring access arrangement support staff (e.g., readers, scribes, prompters) are appropriately trained and deployed in accordance with JCQ regulations.
- Supporting candidates' understanding and preparation for the use of access arrangements in assessments.
- Keeping up to date with current JCQ guidance and updating procedures annually to ensure full compliance.

Teachers

Teachers play a critical role in ensuring that examination procedures are effectively implemented and that students are fully supported throughout their exam preparation. They also contribute to the identification of access needs and the timely submission of required information.

Key responsibilities include:

- Notifying the SENCo/ALNCo as early as possible about any students who may require access arrangements, ideally at the start of the course.
- Submitting accurate and timely candidate information, including names and entry levels, to Heads of Department or the Exams Officer as required.

- Ensuring that all coursework, controlled assessments, and non-exam assessments (NEAs) are completed in accordance with the JCQ and awarding body requirements and submitted by internal deadlines set by the Exams Officer.
- Providing guidance and support to candidates regarding exam regulations, deadlines, and expectations.
- Assisting in the authentication of candidate work and ensuring all required declaration forms are completed and submitted.
- Liaising with the Exams Officer and SENCo where adjustments or additional support for students are required.
- Monitoring candidate progress and performance to inform decisions about exam entries, levels (tiers), and possible withdrawals, in consultation with the Academic Manager and parents/carers.
- Encouraging good attendance and coursework completion to ensure candidates remain eligible for entry.
- Supporting post-results processes where required, including appeals or requests for reviews of marking, in collaboration with the Exams Officer.

Invigilators

Invigilators play a vital role in maintaining the integrity of the examination process. They are responsible for supervising candidates during exams in accordance with JCQ regulations and ensuring that all exams are conducted in a fair, secure, and supportive environment.

Key responsibilities include:

- Maintaining up-to-date knowledge of the JCQ *Instructions for Conducting Examinations (ICE)* and applying them consistently in all exam sessions.
- Collecting examination papers and associated materials from the Exams Officer before the start of each exam session.
- Ensuring the exam room is set up correctly, including candidate seating, signage, clocks, and the secure handling of materials.
- Conducting candidate checks and supervising the entry and exit of candidates to ensure security and compliance.
- Starting exams promptly and reading aloud any formal instructions required by the JCQ or awarding bodies.
- Supervising candidates throughout the duration of the examination, ensuring a quiet, orderly, and focused environment is maintained.

- Dealing with incidents such as late arrivals, illness, or malpractice in accordance with JCQ and centre protocols, and reporting concerns to the Exams Officer.
- Collecting all exam scripts and materials in the correct order at the end of each session and returning them securely to the Exams Officer.
- Ensuring all confidential or secure materials are accounted for and not removed from the exam room.
- Completing seating plans, incident reports, attendance registers, and any required paperwork accurately and in a timely manner.
- Remaining vigilant and professional throughout the examination process, and undertaking refresher training or briefings as required.

Invigilator-to-candidate ratio requirements:

- At least 1 invigilator per 30 candidates for written examinations.
- At least 1 invigilator per 20 candidates for practical assessments.

Candidates

All candidates are expected to adhere to the examination rules and procedures set out by JCQ and Swansea College. Their cooperation is essential to ensure the smooth and fair running of examinations and assessments.

Key responsibilities include:

- Reviewing and confirming the accuracy of their examination entries and signing any necessary declaration forms (e.g. candidate entry confirmation, NEA authentication).
- Understanding and following the regulations surrounding coursework, controlled assessments, and non-exam assessments, including signing a declaration confirming the work submitted is their own.
- Complying with all JCQ regulations regarding examination conduct, malpractice, prohibited items, and behaviour expectations.
- Attending all examinations on time and in the correct location as outlined in the exam timetable issued to them.
- Bringing only permitted materials and equipment into the exam room and ensuring all personal belongings (e.g. mobile phones, smartwatches, bags) are left outside the examination venue as instructed.
- Wearing appropriate dress in line with the college's published rules and maintaining respectful behaviour at all times.

- Remaining silent and focused during the examination and following the instructions of invigilators without question.
- Seeking support or clarification from the Exams Officer or a member of staff if they are unsure about any aspect of the examination process.
- Alerting staff promptly in the case of illness, bereavement, or other circumstances that may affect their ability to take or perform in an exam, so that appropriate action (e.g. special consideration) can be taken.
- Taking responsibility for collecting their results and certificates and ensuring any appeals or post-results services are requested within published deadlines.

Note: Candidates' personal belongings remain their own responsibility. The centre accepts no liability for loss or damage.

Administrative staff

Administrative staff provide essential support to ensure the efficient operation of the exams process. They work alongside the Exams Officer and other members of staff to facilitate smooth communication, document management, and logistical arrangements.

Key responsibilities include:

- Assisting the Exams Officer with the accurate and timely input of candidate data, including entries, access arrangements, and results.
- Supporting the preparation and distribution of exam-related communications, such as timetables, entry statements, results slips, and certificates.
- Coordinating with reception and site teams to log and manage the delivery and receipt of examination materials.
- Assisting with the secure packaging and posting of completed scripts and coursework to awarding bodies or moderators, following the directions of the Exams Officer.
- Maintaining confidentiality and security in all aspects of their involvement with examination processes and materials.
- Providing general administrative support as required during the exam season, including photocopying, preparing candidate notices, and organising room bookings or seating plans.

Candidate Identification Procedure

To maintain the integrity of all examinations and comply with JCQ and awarding body regulations, Swansea College has implemented a robust candidate identification process. This ensures that all individuals sitting an examination are accurately identified and verified prior to and on the day of the examination.

1. Identification at Application Stage

When a candidate applies to sit examinations at Swansea College, the following steps are taken:

a. Submission of Photo Identification

Upon application, all candidates are required to submit one of the following original forms of photographic identification:

- **Valid Passport**
- **Photocard Driving Licence (UK or EU)**

b. Alternative Identification for Candidates Without Passport or Driving Licence

If a candidate is unable to provide either of the above, they must submit:

- **Original Birth Certificate** (UK or overseas), **and**
- **A recent, passport-sized photograph**, which must meet the following criteria:
 - Taken within the last 6 months
 - Clear and in colour
 - No filters or editing
 - Full face, front view
 - Plain white or light background
- This photo must be **verified and signed** by a member of the college staff as a true likeness of the candidate.

All identification documents and photos are stored securely in accordance with GDPR regulations.

2. Pre-Examination Checks

Before each examination period, the Exams Office will:

- Review and confirm that photographic identification is on file for every candidate.

- Ensure any candidate providing alternative ID has a verified photo attached to their candidate record.
- Contact any candidate whose ID is missing or does not meet requirements, and advise them of the necessary steps to comply.

3. On the Day of Each Examination

All candidates must bring an acceptable form of photographic ID to every examination they attend. This includes:

- Passport
- Photocard Driving Licence
- College-issued ID card (if applicable and includes a verified photo)
- Verified birth certificate with approved photo, as noted above

Identification checks are carried out at the exam room entrance by the invigilating team or a designated member of staff, using the following process:

- The candidate presents their photographic ID.
- The ID is visually checked against the candidate and cross-referenced with the official attendance register.
- If there is any doubt or discrepancy, the candidate may be required to wait while further verification is carried out by the Exams Officer or a senior member of staff.

4. Failure to Present ID

If a candidate arrives at the examination room without appropriate photo identification:

- They may not be allowed to sit the exam until identity is confirmed.
- A member of the Exams Office will be contacted immediately to attempt verification using records on file.
- If verification is not possible, the incident will be recorded and dealt with in accordance with the centre's malpractice policy and JCQ regulations.

5. Record Keeping

- All identification records are retained securely for the duration of the examination series and in accordance with the retention policy.
- Any incidents of non-compliance are logged and reviewed by the Exams Officer and Senior Leadership Team.

Candidates must not be in possession of the following items:

- AirPods;
- earphones/earbuds;
- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches;
- smart glasses;
- any other smart devices

The Statutory Tests and Qualifications Offered

The range of statutory tests and qualifications offered at Swansea College is reviewed annually and determined by the Head of Centre, in line with national requirements, curriculum planning, and student needs.

Statutory Tests

The following statutory tests are typically offered to Year 11 students:

NAME OF TEST	YEAR GROUP
MATHEMATICS	Year 11
MATHEMATICS NUMERACY	Year 11
ENGLISH LANGUAGE	Year 11
ENGLISH LITERATURE	Year 11

Qualifications Offered

- The qualifications offered in any academic year are outlined in the college's published prospectus.
- If there is a change in syllabus or awarding body from the previous year, the Director must inform the Exams Office as early as possible to ensure correct entries and resource planning.

Key Stage 4 (KS4) Provision

- All candidates at KS4 are entitled to and supported in securing entries for qualifications with external awarding bodies, subject to eligibility and performance requirements.

Post-16 Provision

- Students at post-16 level (Years 12 and 13) are expected to complete AS units during Year 12, progressing to A2 in Year 13 where applicable.

Criteria for Exam Entry

Students will be entered for exams if they:

- Are enrolled on a course that leads to a recognised qualification (e.g. GCSE, AS, A Level).
- Have met the coursework, attendance, and performance requirements as agreed by subject teachers and the Academic Manager.

Criteria for Non-Entry

A student may be withdrawn from an examination if:

- They have failed to complete coursework/controlled assessments by the agreed internal deadlines.
- Their attendance has been insufficient to cover the content required for success in the examination.
- They have not produced sufficient work at the standard required to achieve a pass grade.
- The decision to withdraw is approved by the Academic Manager, in consultation with the subject teacher and the student (and parents/carers where appropriate).

Appeals:

Parents/carers may appeal against a decision not to enter a student for an exam by contacting the Academic Manager. If the appeal is unsuccessful, they may opt to pay privately for the exam entry, which the college will facilitate.

Attendance Requirement:

Students who are withdrawn from an examination must continue to attend lessons for that subject for the remainder of the course.

2. Exam Seasons and Timetables**Exam Seasons**

- **Internal Examinations**

Internal assessments and mock exams are typically scheduled during the summer term. These are conducted under full JCQ external examination conditions to ensure candidates are familiar with the required standards and procedures.

- **External Examinations**

External public examinations are scheduled in the:

- November series
- Summer series

The decision on which external examination series to use for specific qualifications is made by the Senior Teacher, based on awarding body availability, curriculum requirements, and student readiness.

Timetables

- **Internal Candidates**

Individual timetables are issued approximately three weeks before the start of the examination period. These are sent by email and also made available via the student portal or direct communication channels.

- **External Candidates**

Timetables for external/private candidates are also issued approximately three weeks prior to the examination period. These are sent via email, and essential information such as venue, behaviour expectations, and exam timings is included.

Note:

All exam schedules will be clearly displayed on college noticeboards and/or shared digitally, with updates provided in the case of any changes.

3. Entries, Entry Details, Late Entries and Retakes

Entries

- Candidates are selected for exam entry by subject teachers in consultation with the Academic Manager, based on student performance, coursework completion, and exam readiness.
- Candidates (or their parent/carer) may request an entry, a change of tier (for tiered subjects), or a withdrawal. These requests are considered on a case-by-case basis and must be discussed with relevant staff.
- The centre accepts entries from **external/private candidates**, subject to application and payment in line with published procedures (see External Exams section).

Late Entries

- All internal deadlines for exam entries are communicated to staff during scheduled meetings and through written reminders.
- Late entries may be accepted only with the authorisation of the Academic Manager and may incur additional costs.
- Awarding body late fees will apply and are passed on to the department or candidate as appropriate.

Retakes

- Candidates may be permitted to retake units or full qualifications in a future exam series where available.

- Retake opportunities should be discussed with subject staff and the Exams Officer. Retakes are generally subject to departmental or candidate funding approval.
- Entry for retakes must be submitted in accordance with published internal and awarding body deadlines.

Note:

Any changes to entries, including withdrawals or tier changes, must be clearly documented and authorised by the relevant staff before submission to the awarding body.

4. Exam Fees

Swansea College is committed to supporting students in accessing their qualifications. This section outlines how examination-related fees are managed.

Internal Candidates

- The college pays all standard exam entry fees for enrolled students entered through the normal entry window.
- Any additional charges incurred due to late entries, resits, or changes to entries made without sufficient notice may be charged to the department or the candidate, subject to the circumstances and approval by the Academic Manager.
- Candidates will be expected to pay for any post-results services (e.g. review of marking) only if the college does not support the request and the candidate wishes to proceed independently.

External Candidates

- Exam entry fees for private/external candidates are payable in full and in advance, as outlined on the college's website.
- Late entry fees, where applicable, will be charged in accordance with awarding body fee structures and are the responsibility of the candidate.
- Additional fees apply for:
 - Requests for separate invigilation.
 - Access arrangements requiring individual support.
 - Practical/oral assessments (if applicable).

5. The Equality Act, Additional Learning Needs and Access Arrangements

The Equality Act (EA)

Swansea College is committed to upholding the principles of equality, inclusion, and fairness in line with the **Equality Act 2010**. All exam-related procedures are designed to ensure that no candidate is disadvantaged due to disability or additional learning needs (ALN).

The Equality Act 2010

- The Act requires all exam centres to make reasonable adjustments for candidates with disabilities or specific learning needs to enable them to access and perform in exams without being unfairly disadvantaged.
- All centre staff involved in examination procedures must ensure compliance with the JCQ regulations and guidance relating to access arrangements and special consideration.

Additional Learning Needs (ALN)

- The ALNCo, in collaboration with relevant staff, identifies candidates requiring support based on prior assessments, medical diagnoses, and ongoing learning profiles.
- ALN needs may include (but are not limited to):
 - Dyslexia and other specific learning difficulties
 - Autism Spectrum Condition (ASC)
 - Hearing or visual impairments
 - Attention Deficit Hyperactivity Disorder (ADHD)
 - Physical or medical conditions
 - Mental health needs
 - English as an Additional Language (EAL) where it intersects with disability

Access Arrangements

Access arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. These may include:

- Extra time
- Readers or reading software
- Scribes
- Use of a word processor
- Separate or smaller rooms
- Modified papers (e.g. large print, Braille)

- Prompters or supervised rest breaks

Roles and Responsibilities:

- **ALNCo**
 - Identifies, assesses, and recommends appropriate access arrangements.
 - Collects and stores appropriate evidence and completes all documentation in line with JCQ regulations.
 - Submits applications for access arrangements via the JCQ Access Arrangements Online (AAO) portal.
 - Ensures subject staff are informed of approved arrangements early in the course.
 - Coordinates specialist support (e.g. readers, scribes) and ensures staff are trained.
- **Exams Officer**
 - Works closely with the ALNCo to organise approved access arrangements for each exam.
 - Ensures rooming, invigilation, and logistical arrangements meet the candidate's needs and JCQ expectations.
 - Maintains a register of all access arrangements and ensures readiness for JCQ inspection.

Implementation:

- All access arrangements must reflect a candidate's normal way of working in the classroom.
- Applications must be submitted by the published JCQ deadlines, and relevant evidence (e.g. specialist reports, teacher observations, Form 8) must be retained securely.
- Any late-identified needs will be considered on a case-by-case basis and processed in accordance with JCQ emergency access provision where appropriate.

Material: Delivery, Storage, and Usage

The secure handling of examination materials is critical to maintaining the integrity of the exam process. Swansea College strictly adheres to JCQ regulations for the receipt, storage, and use of confidential exam materials.

Delivery

- All deliveries of examination materials are logged in the Reception Log File and recorded in the Exam Records Folder on the staff drive.
- Only authorised personnel (typically the Exams Officer or designated senior staff) are permitted to accept and sign for deliveries containing secure exam materials.

Storage

- Exam materials are stored in a dedicated secure storage room located on the second floor, fitted with:
 - A 5-lever lock,
 - A fire-resistant door,
 - A secure safe compliant with JCQ standards.
- There are two sets of keys:
 - One set is stored in a lockable metal key box in the Academic Manager's desk.
 - The second set is held by the Director in a secure, lockable drawer.
- A digital log is maintained on the college's staff drive, documenting all access to and use of secure materials.
- Non-secure materials (e.g., stationery, past papers) are kept in the attic storage area or with the Academic Manager in reception.

Usage

- Exam materials are removed from the safe 30 minutes before the scheduled start of an exam by the Exams Officer and handed to the lead invigilator.
- All exam papers must be opened in the presence of a second staff member and candidates, in line with JCQ's "second eyes" procedure. A "second eyes" confirmation form must be completed for each session.
- At the end of the exam, completed scripts are collected by invigilators, checked, and returned immediately to the Exams Officer for packaging and dispatch.
- Scripts are posted on the same day of the exam wherever possible, using tracked and approved courier or postal services in accordance with JCQ regulations.

Note:

Access to secure exam materials must be strictly limited to authorised personnel only. Breaches of security must be reported immediately to the Head of Centre and the awarding body.

6. Managing Invigilators and Exam Days

Managing Invigilators

Effective management of invigilators and the careful organisation of exam days are essential to the smooth, secure, and compliant delivery of all examinations.

Managing Invigilators

- **Recruitment**
 - Invigilators are recruited by the Exams Officer in accordance with safer recruitment practices.
 - All new invigilators are required to undergo an enhanced Disclosure and Barring Service (DBS) check prior to appointment.
- **Training and Briefing**
 - All invigilators must receive training on JCQ regulations, centre-specific procedures, and safeguarding requirements.
 - The Exams Officer is responsible for providing annual updates and refresher training, including briefing sessions before each exam series.
- **Declarations and Vetting**
 - Invigilators must complete a declaration form confirming whether they have previously invigilated and whether they have ever been involved in malpractice or maladministration.
- **Deployment and Scheduling**
 - The Exams Officer prepares invigilation timetables and assigns roles (e.g. lead invigilator, reader, scribe) for each exam session.
 - The number of invigilators per exam is based on JCQ ratios and the specific needs of the candidates.
- **Remuneration**
 - Invigilators are paid according to the rates set by the college and are expected to submit accurate records of their hours worked.

Exam Days

- **Room Booking and Preparation**

- The Exams Officer liaises with other departments and room users to secure suitable exam venues.
- The Exams Officer ensures that question papers, seating plans, invigilation records, and exam stationery are provided for each exam.
- **Starting the Exam**
 - The lead invigilator conducts the exam in line with JCQ regulations, including announcing instructions and starting times clearly.
 - Subject teachers may be present at the start of the exam to assist with the identification of candidates but must leave before the exam begins and may not read the exam paper or offer guidance.
- **During the Exam**
 - Invigilators maintain vigilance throughout, ensuring JCQ rules are upheld and disruptions are minimised.
 - In practical or oral exams, subject teachers may be present to provide technical support only.
- **End of Exam**
 - At the end of the exam, invigilators collect and check all scripts and return them to the Exams Officer.
 - No secure materials may be removed from the exam room by teaching staff or candidates.
 - Papers are only distributed to Heads of Department or Faculty after the session, and only by the Exams Officer.

Note: Any breaches of exam security or behaviour that does not conform to JCQ requirements must be reported immediately to the Exams Officer.

7. Candidates, Clash Candidates and Special Consideration

Candidates

This section outlines the expectations for candidate conduct during exams, the procedures for managing exam timetable clashes, and the process for applying for special consideration in cases of unexpected difficulty.

Candidates

All candidates must follow the rules set by Swansea College and JCQ. It is essential that candidates behave appropriately and understand their responsibilities throughout the examination period.

Key expectations include:

- Following the college's published rules on acceptable dress, behaviour, and conduct during examinations.
- Complying with all JCQ regulations regarding prohibited items (e.g. mobile phones, smartwatches, notes).
- Bringing only permitted materials into the exam room (e.g. pens, calculators where allowed).
- Being present and punctual for all scheduled examinations.
- Informing the centre in advance (or as soon as possible) if they are unwell, delayed, or unable to attend an exam.
- Understanding that their personal belongings remain their responsibility, and the college accepts no liability for loss or damage.
- Remaining silent during the exam and raising their hand if they require assistance.
- Being accompanied by a member of staff if they leave the room temporarily (e.g. for illness or a toilet break).

Disruptive behaviour will be dealt with in accordance with JCQ guidance and may result in disqualification.

Clash Candidates

When two or more exams are scheduled to take place at the same time, the Exams Officer is responsible for:

- Identifying all clash candidates in advance.
- Making arrangements for supervision between exams.
- Organising an appropriate secure venue and rest breaks, where needed.
- Implementing overnight supervision (in exceptional cases), ensuring candidates are supervised at all times in line with JCQ requirements.

Clash candidates will be provided with full details of their revised timetable and arrangements.

Special Consideration

Special consideration is an adjustment made to a candidate's mark or grade after an exam, to reflect temporary illness, injury, or other unforeseen events that may have affected performance.

To qualify for special consideration:

- The candidate must notify an invigilator or member of staff at the time of the issue, or as soon as possible afterwards.
- The Exams Officer will evaluate whether a special consideration application is appropriate, based on JCQ criteria.
- Supporting evidence (e.g. medical note, letter from a parent/carer) may be required.
- All applications must be submitted by the Exams Officer to the relevant awarding body within **seven days** of the affected examination.

Note: Special consideration is not guaranteed and will only be applied in accordance with JCQ guidelines.

8. Coursework / Controlled Assessment / Non-Exam Assessment and Appeals against Internal Assessments

Coursework / Controlled Assessments / Non-Exam Assessments

This section outlines the expectations and procedures for managing internally assessed components and the process for candidates who wish to appeal against internal assessment decisions.

Coursework / Controlled Assessment / Non-Exam Assessment

Some qualifications include elements that are assessed internally and moderated externally. These assessments are critical to a candidate's final grade and must be completed and submitted in accordance with awarding body and JCQ guidelines.

Responsibilities:

- **Candidates:**
 - Complete all coursework/controlled assessment/NEA components by the internal deadlines set by subject teachers.
 - Sign a declaration confirming that the work submitted is their own and that it complies with JCQ regulations on authenticity and plagiarism.
- **Subject Teachers:**
 - Ensure all assessments are conducted under the appropriate conditions (controlled, supervised, or independent work as specified).
 - Mark coursework/NEA fairly and consistently in line with awarding body mark schemes and assessment criteria.

- Submit marks to the Exams Officer by the internal deadlines and retain candidate work securely until it is moderated.
- Ensure declaration forms and authentication statements are completed and submitted with the work.
- **Exams Officer:**
 - Collect marks from departments and input them into the awarding body's system securely and accurately.
 - Track and record the dispatch of coursework/NEA to moderators and keep a record of what was sent and to whom.
 - Ensure all materials are ready for JCQ inspection if selected.

Note: Any breaches of the rules, including plagiarism or the use of unauthorised assistance, will be reported to the Head of Centre and dealt with according to JCQ malpractice procedures.

Appeals Against Internal Assessments

In line with JCQ regulations, the centre has a duty to provide a procedure through which candidates may appeal the internal assessment process.

Key points of the appeals process:

- Appeals may only be made on procedural grounds, i.e., if the candidate believes their work was:
 - Not assessed in accordance with the awarding body's specification.
 - Assessed inconsistently or unfairly compared to other candidates.
- Appeals **cannot** be made against the actual mark or grade awarded.

Procedure:

1. A written appeal must be submitted by the candidate (or parent/carer) to the Head of Centre by **30 June** of the relevant exam year.
2. The Head of Centre (or nominee) will conduct an investigation to determine whether the correct procedures were followed.
3. Findings will be communicated in writing to the candidate and a record kept for awarding body inspection.
4. If a procedural error is found, appropriate action will be taken to rectify the issue in consultation with the Exams Officer and relevant staff.

Availability:

The full appeals procedure is published on the staff drive and is available for inspection upon request.

9. Post Results Services and Access to Scripts (ATS)

Results

Swansea College offers a range of post-results services to ensure that candidates have the opportunity to query or review their examination outcomes where appropriate. All post-results services are administered in line with JCQ and awarding body guidelines.

Results

- Candidates will receive individual results slips on results day:
 - In person at the college;
 - By post (if a stamped, addressed envelope is provided); or
 - By secure email, where pre-arranged.
- The Exams Officer is responsible for organising the distribution of results.
- The Head of Centre ensures the college is open and appropriately staffed on results days.

Post Results Services (PRS)

These services allow candidates to challenge results or request clarification after receiving their grades. Available services include:

- **Clerical Re-check** – A re-check of all clerical procedures leading to the issue of a result.
- **Review of Marking (RoM)** – A re-mark of an individual script by a senior examiner.
- **Review of Moderation** – For internally assessed components (centre-initiated).
- **Access to Scripts (ATS)** – Request for a copy of the marked exam paper.

Requests may be made by:

- The candidate, if they believe there may have been an error;
- Centre staff, based on discrepancies between predicted and actual performance.

Important notes:

- If the centre **does not support** an Enquiry About Results (EAR), candidates may still proceed, but they must pay the fee in full.
- Candidates must complete the relevant consent form before any application is submitted.
- Applications must be made **within the awarding body's deadlines**, typically within three weeks of the publication of results.

Access to Scripts (ATS)

- Candidates may request a copy of their marked script for review purposes within **three calendar days** of receiving results.
- If an EAR is being considered, scripts can be requested prior to deciding on a formal remark.
- Teaching staff may also request scripts for teaching and training purposes, with **written consent** from the candidate.
- Once a script is returned, it **cannot** be used to request a review of marking at GCSE level.

Note: The Exams Officer is responsible for submitting all post-results requests and tracking responses. Outcomes are communicated to candidates as soon as received.

10. Certificates

Certificates represent the final official confirmation of a candidate's achievements and must be handled with care and in accordance with awarding body regulations.

Issuing of Certificates

- Certificates are issued to candidates once received from the awarding bodies, typically during the autumn term following the summer exam series.
- They may be:
 - Collected in person from the college office.
 - Sent via post (if pre-arranged and postage costs are covered).
 - Collected by a named third party, provided the candidate supplies **written authorisation** in advance.

Security and Storage

- All unclaimed certificates are stored securely in a locked cabinet in accordance with JCQ and awarding body guidance.
- The centre retains unclaimed certificates for a minimum of **12 months** from the date of issue.
- After this period, unclaimed certificates may be securely destroyed or returned to the relevant awarding body, depending on the policy in place at the time.

Withholding of Certificates

- The centre reserves the right to withhold certificates where a candidate has outstanding debts (e.g. unpaid exam fees).
- Once the issue is resolved, certificates will be released promptly.

Important: Candidates are advised to collect and keep their certificates safely. Replacements can only be requested directly from the awarding body, often at a cost.

11. External Exams

Swansea College welcomes applications from external (private) candidates for a range of qualifications during the November, January, and Summer examination series.

Application Process

All external candidates must complete the following to be considered for exam entry:

- **External Candidate Application Form** – available via the college website.

Completed forms should be submitted online

Fees and Payment

- Full payment must be received at least **one week before** the relevant awarding body deadline.
- Payment can be made via **bank transfer** or the college's **online invoice system**.
- A full list of fees, including charges for late entries, practical/oral assessments, and access arrangements, is available on the college website.

Note: Exam entries will not be processed until full payment has been received.

Late Entry

- Any entry made after the awarding body deadline is classed as a **late entry** and may incur charges up to **triple the standard fee**.
- It is the candidate's responsibility to ensure timely submission and payment. Any late fees incurred will be passed on to the candidate.

Timetables and Exam Conduct

- A **Statement of Entry** will be issued once entries are confirmed.
- Final timetables are sent by email **2–3 weeks** before the exam series begins, along with behaviour guidelines and exam regulations.
- Exam times and venues are also displayed on college noticeboards.

Oral / Practical Exams

- Swansea College may offer oral or practical components for certain subjects, depending on staffing and candidate numbers.
- All practical/oral exams are conducted in accordance with JCQ and awarding body guidance.

Estimated Grades

- The college **does not** provide estimated grades for external candidates under any circumstances.

Syllabus Choice

- It is the **candidate's responsibility** to identify and confirm the correct syllabus and awarding body.

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- The college will not advise on syllabus selection or accept liability for incorrect entries resulting from inaccurate information.
- Candidates are encouraged to consult awarding body websites for syllabus information and private candidate guidance:
 - www.aqa.org.uk
 - www.edexcel.com
 - www.wjec.co.uk
 - <https://www.cambridgeinternational.org>

Access Arrangements & Special Considerations

- External candidates requiring access arrangements must inform the Exams Officer as early as possible and provide appropriate supporting evidence.
- Access arrangement applications must be submitted by JCQ deadlines and may incur additional fees.
- **Special Consideration** requests must be supported by documentation (e.g. medical note) and submitted within **3 days** of the affected exam.
- The Director and Exams Officer will jointly decide whether an application is appropriate.

Access Strategy

The college is committed to making reasonable adjustments under the Equality Act 2010. All exam access policies for private candidates are outlined in the **Swansea College Access Strategy & Plan**.

Isolation Room

The Isolation Room is a designated space used during examination sessions for candidates whose behaviour or circumstances require separation from the main exam hall. This provision ensures that all candidates can complete their assessments in an environment that is calm, secure, and conducive to focused examination conditions.

Purpose and Use

- The Isolation Room is used to accommodate candidates who:
 - Exhibit disruptive or inappropriate behaviour that could affect others.
 - Present with temporary emotional distress or anxiety that prevents them from sitting the exam in a larger venue.
 - Require safeguarding-based separation from other candidates in specific situations (as authorised by senior staff).
- Its use aims to allow affected candidates to regain composure and continue their examination without further disruption.

Operational Procedures

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- The use of the Isolation Room must be authorised by the Exams Officer or a member of the Senior Leadership Team (SLT).
- Invigilators are informed of the designated Isolation Room before each exam and it is clearly indicated on the seating plan.
- A trained member of staff is assigned to escort and supervise any candidate relocated to the Isolation Room.
- Full JCQ exam conditions must be maintained in the Isolation Room, including proper invigilation, timing, and secure handling of exam materials.
- Any incidents or decisions to move a candidate must be documented by the Exams Officer and retained for quality assurance or inspection purposes.

Note: The use of the Isolation Room is a supportive measure intended to protect the learning and wellbeing of all candidates. It is not a disciplinary space but a controlled setting for continuing assessments under appropriate conditions.

Cyber Security

Swansea College is committed to maintaining the integrity and security of all examination processes, including the handling of digital assessment materials. This section outlines the procedures and responsibilities related to cyber security, in accordance with JCQ regulations and best practices.

1. Secure Access and Account Management

- **Authorised Personnel:** Only staff authorised by the Head of Centre may access secure electronic materials. A minimum of two and a maximum of six staff members should be designated, including the Exams Officer. [JCQ Joint Council for Qualifications](#)
- **Account Security:**
 - All accounts used to access awarding body systems must be protected by strong, unique passwords and, where possible, multi-factor authentication (MFA).
 - Passwords must never be shared or written down.
 - Regular audits must be conducted to ensure that only current, authorised personnel have access. Inactive accounts must be promptly deactivated. [JCQ Joint Council for Qualifications+3JCQ Joint Council for Qualifications+3JCQ Joint Council for Qualifications+3](#)
- **Device Security:** Devices used to access secure materials must comply with awarding bodies' MFA requirements and should not be shared among staff members. [JCQ Joint Council for Qualifications+1JCQ Joint Council for Qualifications+1](#)

2. Handling of Secure Electronic Materials

- **Downloading and Printing:**
 - Secure electronic files must be accessed and printed within a controlled environment by authorised staff only.
 - Files should be downloaded solely for the purpose of printing for candidates entered in the examination.

- After printing, electronic files and any associated emails or links must be deleted from all storage locations, including 'deleted items' folders. [JCQ Joint Council for Qualifications+1JCQ Joint Council for Qualifications+1JCQ Joint Council for Qualifications](#)

- **Storage and Distribution:**

- Printed question papers must be placed in non-transparent envelopes, clearly labelled with exam details, and stored securely until the examination.
- Unnecessary hard copies must be securely destroyed immediately after use. [JCQ Joint Council for Qualifications+6JCQ Joint Council for Qualifications+6JCQ Joint Council for Qualifications+6](#)

3. Staff Training and Awareness

- **Regular Training:** All staff involved in examination processes must receive regular training on cyber security protocols, including the identification and reporting of phishing attempts and other cyber threats.
- **Phishing Awareness:** Staff should be vigilant against phishing emails and other social engineering tactics. Any suspicious communications must be reported to the appropriate authority within the college.

4. Data Protection and Backups

- **Data Backups:**
 - Candidate work and examination data must be regularly backed up.
 - Backups should be stored securely, with at least one copy held off-site or in a secure cloud environment.
 - Regular testing of backup restoration procedures is essential to ensure data integrity.
- **Incident Response:**
 - In the event of a cyber incident, the college will enact its incident response plan, which includes notifying relevant awarding bodies and authorities as required.

5. Compliance and Monitoring

- **Policy Review:** The Exams Officer, in collaboration with the Head of Centre, will review this cyber security policy annually to ensure ongoing compliance with JCQ regulations.
- **Reporting:** Any actual or suspected breaches of cyber security must be reported immediately to the Head of Centre and the relevant awarding body, following JCQ's reporting procedures.

Policy Review:

This policy will be reviewed annually and updated as needed in line with changes to JCQ regulations.

Policy Version: April 2025

Responsible Officer: Head of centre and Exams Officer, Swansea College