

## EXAMINATIONS POLICY

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Last reviewed on	Autumn 2024
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Approval level	Executive Director

Approved by (Name, date, signature)



Executive Board, 25<sup>th</sup> September 2024

Executive Director, Ian Budge

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# POLICY FOR EXAMINATIONS

## Mission

We believe in investing in people. As professionals in the teaching and training professions, we strive to provide a better future for the children, young people and home settings we work with. Success for us means unleashing the potential of each individual so they can grow, develop and reach the potential of which they are capable. Our values are grounded in our determination to be the change we want to see in the world, through passion, commitment and integrity. We strive to plant a seed of kindness and compassion in a generation that will produce resilience and hope and enable them to aspire and achieve productive and fulfilled lives. Our success is measured in the lives we changed.

At the Omnia Foundation, we create a secure and safe environment that encourages communication, self-belief, mutual respect and success. We provide a rich and balanced curriculum that develops every child, allowing them to achieve their true potential.

## Aims of the policy

This policy aims to

- Set out the foundation's approach to conducting examinations and how we work with other agencies to facilitate this
- Set out the process for registering students for an examination
- Set out how the papers are managed to ensure absolute security
- Ensure that all staff involved in the examinations process are clear about the need for security and understand the processes surrounding examinations

This policy should be read in conjunction with the Me, Myself and I Policy, Curriculum Policy, Learning and Teaching Policy and Examinations Contingency Plan

## Examinations Board

Currently, due to small numbers of students sitting exams each year, the Omnia Foundation is not registered as an examination centre in its own right. As we are part of a wider organisation, we are in the fortunate position of being able to register with Creative Sport & Leisure to administer and manage our examinations processes and procedures.

Creative Sport & Leisure are a registered centre with City & Guilds for Functional Skills assessments in both mathematics and literacy. Therefore, examinations in these areas will be awarded by C & G and Creative Sport & Leisure will appear on examination certificates as the registered centre.

## Who sits examinations?

At the Omnia Foundation, there is no expectation for students to sit exams. Each student is in control of their own academic journey and the support is available should they decide, even at the last minute, that they want to take an exam.

All students are automatically enrolled onto the system when they enter Year 10 to ensure the smooth running of the processes should they choose to sit an examination in a subject for which they feel ready.

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## Examinations Team

A number of people are involved in managing the examinations process. These are listed below:

Name	Job Title	Organisation	Role	User Profile
Lianne West	Head of Foundation	Omnia Foundation	Monitors & reviews processes & procedures	Not Applicable
Fiona Grocock	Business Development Manager	Central Services	Oversees Examinations (Strategic)	Secondary User
Sheena Attwater	Examinations Officer	CSL	Oversees Examinations Operations including registrations and arrangements for Functional Skills at all levels	Primary User
Beckie Mooney	Examinations Officer (Head Office)	CSL	Oversees Examinations Papers	Primary User
Sheri Powell	Designated Examinations Officer	Omnia Foundation	Liaises with Beckie Mooney over secure collection and receipt of exam papers	Read Only User
Maria Ward	Examinations Officer	CSL	Oversees Examinations Operations including registrations and arrangements for Functional Skills at all levels Registration for Stepping Stones Internal Verification for Stepping Stones Arranges External Verification for Stepping Stones Marks entry level papers Liaises with City & Guilds for External Verification of Entry Level Functional Skills papers	Primary User
Alison Taberner	Examinations Officer	CSL	Internal Verification for all entry level Functional Skills papers	
Stuart Kendrick	Primary Examinations Board Contact	CSL	Liaises with the Examinations Board	Primary User

## Process

The Omnia Foundation uses the recommended JCQ (Joint Council for Qualifications) processes which can be found here [Joint Council for Qualifications Examinations System](#)

Omnia staff should give two weeks' notice to request an examination to allow the officers to update systems and spreadsheets and download the papers from C & G.

Once notification has been received and the necessary procedures completed, EO(HO) will print off the required exam papers and Admin Support will organize secure collection from Head Office, following the process outlined in Appendix I.

Students will sit examinations in a space that is conducive to their needs and which complies with the requirements from JCQ (see Appendix II).

Once the examination is finished, Admin Support will liaise with Primary EB Contact to securely collect for marking. The papers once marked will be returned to Omnia to be stored for three years.

## Examinations Contingency

There are a number of potential risks and issues that could cause disruption to the management and administration of the exam process. Creative Sport & Leisure in their capacity as our registered centre have identified these risks and drawn up actions to mitigate them. This can be found in the Examinations Contingency Plan which forms Appendix III of this policy.

## Monitoring and review

This policy will be monitored regularly and reviewed annually by the Head of Foundation with the Examinations Team.

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# Appendix I – Printing & Transporting Entry Level Functional Skills Assessment Materials



**C&G Entry Level Printed Papers - ONLY Printing & Transporting Entry Level Functional Skills Assessment Materials**

This process is to be followed for printing, storing and transporting Entry Level Functional Skills Assessment materials. Designated Exams Officer (EO) to request papers via the online Booking Form <https://forms.gle/eg7UawpKYTXwphScA> this will then send the request to Exams email address [exams@creativesportleisure.co.uk](mailto:exams@creativesportleisure.co.uk).

FS Entry Assessment requested via Online Booking form this generates a notification to Exams Team

Exams Team updates SS on SharePoint then notifies DESIGNATED EO to liaise with Head Office Exams Officer to agree a time and date to print off paper.

HO Exams Officer prints off requested papers once DESIGNATED EO has arrived  
HO Exams Officer completes the first three columns of the Entry Level FS Assessment Materials Designated Persons Download Log and then DESIGNATED EO fills out the next two columns of Entry Level FS Assessment Materials Designated Persons Download Log and transports the LOG and papers in exam lock box to secure exams storage at OMNIA

**Accessing Exam Storage**  
DESIGNATED EO enters the key code on the key box to access the exam store key  
DESIGNATED EO enters the secure exam store locking the door behind them  
DESIGNATED EO double checks the assessment paper and fills out the last column of Entry Level FS Assessment Materials Designated Persons Download Log  
DESIGNATED EO places the assessment paper/s in secure storage facility, e.g. exam storage/security cabinet, in timetabled date order, with the Exams lock box and folder left on top of the cabinet

**ON THE DAY OF THE EXAM**  
DESIGNATED EO accesses secure storage (as above) and signs out relevant assessment and fills out the Entry Level Assessment Tracker Log no earlier than 30 minutes before start of exam

DESIGNATED EO places Assessment in sealed envelope, locks the security cabinet and returns key to the key safe box within the exam store and locks the exam store and delivers Assessment to Invigilator who signs for receipt of Assessment in the Entry Level Assessment Tracker Log

**AFTER EXAM HAS FINISHED**

Invigilator places completed Assessment in envelope and returns to DESIGNATED EO who signs Assessment back into the Entry Level Assessment Tracker Log and returns Assessment and Log to Secure Exam Storage following process above

DESIGNATED EO then liaises with FS Manager a time/date to pick up completed assessment for marking. FS Manager marks and returns assessment/s to Secure Exam Storage for audit purposes for THREE years

## Appendix II – Examinations Day Checklist

This checklist has been designed to help you prepare for examinations within your centre. It is not an exhaustive list of tasks. Exam officers may add additional tasks which are relevant to their centre.



Activity	Complete
<ul style="list-style-type: none"> <li>One other person has double checked each question paper packet before it is opened to make sure the correct question papers, (day, date, time, subject, unit/component and tier of entry if appropriate) for the exam in question, will be issued to candidates. A record of these checks must be kept.</li> </ul>	
<ul style="list-style-type: none"> <li>The correct stationery is available in each exam room (e.g. generic answer booklets, continuation paper, calculators).</li> </ul>	
<ul style="list-style-type: none"> <li>Clocks in each exam room are in full working order.</li> </ul>	
<ul style="list-style-type: none"> <li>Desks are laid out according to the seating plan.</li> </ul>	
<ul style="list-style-type: none"> <li>A copy of the 2022/23 'ICE' booklet is available in the main examination room(s).</li> </ul>	
<ul style="list-style-type: none"> <li>Invisitors and members of centre staff facilitating access arrangements are fully aware as to which candidates have approved access arrangements and what those arrangements are.</li> </ul>	
<ul style="list-style-type: none"> <li>Invisitors are fully aware of any clash candidates so that they can ensure they are always supervised once the examination has finished, prior to their next exam commencing.</li> </ul>	
<ul style="list-style-type: none"> <li>Word processors to be used in the exam have had connectivity to the internet disabled.</li> </ul>	
<ul style="list-style-type: none"> <li>Where technology is to be used in the exam (e.g. CD players, DVD players, MP3/4 players) it has been checked to make sure it is in good working order.</li> </ul>	
<ul style="list-style-type: none"> <li>Invisitors are fully aware of the centre's examination contingency plan and emergency evacuation procedures.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Warning to Candidates</i> and <i>Unauthorised items</i> posters are in place outside each exam room.</li> </ul>	
<ul style="list-style-type: none"> <li>Invisitors have been reminded that they must only have mobile phones on them in the exam room for use in an emergency or to summon assistance. They have been asked to check that they have been switched to silent mode.</li> </ul>	
<ul style="list-style-type: none"> <li>All non-examination materials/subject-specific materials have been removed from the walls of the exam room(s).</li> </ul>	
<ul style="list-style-type: none"> <li>A sweep of the exam room for unauthorised materials has been carried out prior to the exam commencing and before candidates have sat down. (This sweep must take place.)</li> </ul>	

<ul style="list-style-type: none"><li>• Procedures are in place for identifying all candidates ahead of the exam, including an ID check of any private candidates or transferred candidates.</li></ul>	
<ul style="list-style-type: none"><li>• Invigilators and exams office staff are aware of the protocol in the unlikely event of a suspected question paper error being identified.</li></ul>	
<ul style="list-style-type: none"><li>• Centre issued formulae booklets, data sheets, set texts etc. have been checked to ensure they are clean and free of annotations.</li></ul>	

## Appendix III - Examinations Contingency Plan

### Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Creative Sport and Leisure. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact of these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This plan complies with JCQ general regulations (section 5) in that:

The centre agrees to *“have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This allows members of the senior leadership team to have a robust plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”*

### Causes of potential disruption to the exam process

#### Exam Officer extended absence at key points in the exam process (cycle)

##### Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

##### Planning

- annual data collection exercise not undertaken to collate information on prior achievement
- awarding body specification being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

##### Entries

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadline missed or late or other penalty fees being incurred
- transfer of learners to HOST site for GCSEs

##### Pre-exams

- exam timetabling, room allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment material and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to award bodies/external moderators

##### Exam time

- exam/assessments not taken under the conditions prescribed by awarding bodies
  - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
  - candidates' scripts not dispatched as required to award bodies
-



#### Results and post-results

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post results services

#### Centre actions:

- Director of Learning and Development to nominate a 'deputy' to cover a role/task
- Source alternative venues/facilities/HOSTS

### SENDCo extended absence at key points in the exam cycle

#### Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

#### Planning

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

#### Pre-exams

- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

#### Exam time

- access arrangement, candidate support not arranged for exam rooms

#### Centre actions:

- Director of Learning and Development to nominate a 'deputy' to cover a role/task and register with corresponding Awarding Bodies

### Teaching Staff extended absence at key points in the exam cycle

#### Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
  - Candidates not being entered for exams/assessments or being entered late
  - late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

#### Centre actions:

- Director of Learning and Development to nominate a 'deputy' to cover a role/task

### Invigilators – lack of appropriately trained invigilators or lack invigilator due to absence

#### Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
  - Invigilator shortage on peak exam days
  - Invigilator absence on the day of an exam
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Centre actions:

- Director of Learning and Development to nominate a 'deputy' to cover a role/task

Exam rooms – lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Exams officer unable to identify sufficient/appropriate rooms/HOSTS during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venue unavailable due to an unexpected incident at exam time

Centre actions:

- Director of Learning and Development to nominate a 'deputy' to cover a role/task

Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre actions:

- MIS system is backed up weekly and all data is held on a coded memory stick. Access to this information will be provided to the exams officer

Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning
- Covid affecting delivery due to absence of staff and or learners

Centre actions:

- Centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work
- Transfer to online delivery

Candidates unable to take examination because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- Centre to communicate with relevant award bodies to make them aware of the issue.
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## Centre unable to open as normal during the exam periods

### Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

### Centre actions:

- Centre to inform awarding bodies of examinations to be affected
- Look where possible to provide alternative provision e.g. local schools
- Engage a HOST site to which learners can be transferred

## Disruption in the distribution of examination papers

### Criteria for implementation of the plan

- Disruption to the distribution of examinations papers to the centre in advance of examinations

### Centre actions:

- Centre to discuss alternative delivery of papers to the centre with Awarding Body

## Disruption to the transportation of completed examination scripts

### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

### Centre actions:

- Centre will communicate with Awarding Bodies and organise alternative arrangements for delivery of scripts.

## Assessment evidence is not available to be marked

### Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

### Centre actions:

- Immediate communication to be made with relevant award body
- Candidates, parents and carers to be informed by letter

## Centre unable to distribute results as normal

### Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results service

### Centre actions:

- Centre to contact awarding bodies and discuss alternative means of distribution
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## JCQ

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations> Guidance on alternative site arrangements <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

A guide to access arrangements and the special consideration process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Exam Office links

<http://www.jcq.org.uk/faqs/exams>

## GOV.UK

Teaching time lost due to severe weather <https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

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