

Version Control

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Summary of Updates: British English compliance, QA improvements, designated person relocated to approval section, updated review dates.

Approval

Approved by: Neville Algar, Head of Education

T: 03 003 030 890

M: 07 880 198 243

E: n.algar@ignitesportuk.com

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Exams and Invigilation Policy

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Version Control

Title		Version
Exams and Invigilation Policy		3.0
Approval Body	Date	Review Date
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Policy Owner	Neville Algar	

Approval

Name	Neville Algar
Signature	<i>N.Algar</i>
Position	Head of Education

Policy Statement

The purpose of this policy is to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates and in line with the requirements of the examination boards. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff and to ensure compliance with awarding body invigilation guidance.

Scope

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

Responsibilities

Head of Education

The Head of Education has overall responsibility for Ignite training as an exam centre.

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document Suspected Malpractice in Examinations and Assessments.)
- Is responsible for ensuring staff and students are advised of dates and times of examinations.

Examinations Officer

Manages the administration of public and internal exams:

- Receiving and storage of exams papers
- The exams officer (EO) for both vocational and academic exams will receive the papers at the door.
- The EO will move the papers to the exams room and place within the locked cabinet.
- The EO will check that both the exams and staff room are locked.
- Advises the Senior Leadership Team, Tutors and other relevant support staff on annual exam timetables (including the mock examinations timetable) and application procedures as set by the various exam boards.
- Oversees the production of and distribution to staff and candidates an annual calendar for all exams including the mock exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching/ assessing staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the relevant JCQ documentation.
- Identifies and manages exam timetable clashes.
- Is aware of and advises staff of high level controlled assessments that are due to take place.
- Accounts for income and expenditures relating to all exam costs/charges
- Supports the Senior Leadership team in recruiting a Lead Exam Invigilator and organises training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of Education any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Exam's Officer with Admin Support

- Prepares and presents reports to the SLT, showing results achieved in relation to expected grades and comparable data for previous years.
- Works with SLT on analysis of data from examinations.

Assessors

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Have involvement in post-results procedures.
- Provide accurately compiled coursework mark sheets and declaration sheets.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations Officer.
- Are notified of access arrangements by the examinations officer (as soon as possible after the start of the course).
- Submit and check learner names to EO.
- Have relevant knowledge and understanding and have been trained in the assessment process.

SENCO

- Administration of access arrangements (See Appendix 1, Adjustment for candidates with disabilities and learning difficulties. Access arrangements and reasonable adjustments).
- Organises identification and testing of students for access arrangements.
- provides additional support — with spelling, reading, mathematics, dyslexia or essential skills, visual/hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Lead Invigilator/invigilators

- Collect exam papers and other material from the Examinations Officer before the start of the exam.
- Maintain and support exam regulations during all exams both proactively and using initiative.
- Collect all exam papers in the correct order at the end of the exam and return them to the Exams Office.

Candidates

- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- Check statement of entry and report any discrepancies to the Head of Department and/or the Examinations Officer.
- Adhere to the exam regulations as set out by JCQ during all exams.

Additional needs

The Disability Discrimination (DDA) and Equality Acts, special needs and access arrangements

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's special needs requirements are determined by the SENCO.

The SENCO will inform assessors of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Summary of Key points related to Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the Examinations Officer as advised by the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer in consultation with the SENCO and the Head of Education.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer in consultation with the SENCO and the Head of Education.

Exam days

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

The Lead Invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may only be present prior to the start of the exam to assist with identification of candidates and must depart before the papers are opened.

In practical exams assessors may be on hand in case of any technical difficulties.

Exam papers must not be removed from the exam room before the end of a session.

Candidates, clash-candidates and special consideration

Candidates

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations 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 a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Malpractice

'Malpractice', which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Failure by a centre to notify, investigate and report to an awarding body allegations of suspected malpractice constitutes malpractice.

Also, failure to take action as required by an awarding body, as detailed in this document, or to co-operate with an awarding body's investigation constitutes malpractice.

Centre of malpractice

'Centre staff malpractice' means:

- malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Appeals against internal assessments / controlled assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Office and published in the student examination booklet.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

For more information refer to the malpractice and maladministration policy

Appeals

Please refer to the companies complains and appeals policy

Monitoring and Review

The SMT will monitor the effectiveness and review the implementation of this policy with regards to its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in the implementation of this policy. This policy will be reviewed annually as a minimum and may be amended at any time.

Associated Policies

- Malpractice and Maladministration
- Appeals Policy

Appendix 1: Adjustment for candidates with disabilities and learning difficulties

Access arrangements and reasonable adjustments

The purpose of this document is to explain Access Arrangements and Reasonable Adjustments which will be used in regard to entitled students attending Ignite Sport UK Ltd.

Access Arrangements

Access Arrangements allow students with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual student without affecting the integrity of the assessment.

Reasonable Adjustments

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage.

An example would be a Braille paper which would be a reasonable adjustment for a vision impaired person who could read Braille.

A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. In that instance the awarding body and college will be expected to agree the bespoke access arrangements based on the outcome of a student's assessment.

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled candidate/learner;

- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the candidate and other candidates.