



Examination and Assessment ¹

Policy and Procedures

¹ Updated 5th September 2022

1. Policy Statement

- 1.1 Brent Start is committed to ensuring that all examination and assessment practices are conducted fairly and equitably in line with Joint Council for Qualifications (JCQ), Federation of Awarding Bodies (FAB) and individual awarding body requirements.
- 1.2 It is the responsibility of everyone involved in examination and assessment processes at Brent Start to read, understand and implement this policy.

2. Scope

- 2.1 This policy applies to all learners of Brent Start seeking assessment and/or examination certification and staff involved in and/or responsible for managing or supervising that assessment.
- 2.2 For the purpose of this policy, "Coursework" is defined as any piece of assessed or portfolio work where the mark contributes to the final grade of a course undertaken at Brent Start.

3. Aims

- 3.1 To ensure the planning and management of examinations and assessment is conducted efficiently and in the best interest of candidates with clear guidelines for all staff and learners.

4. Implementation

- 4.1 The Brent Start Senior Manager has overall responsibility for Brent Start as an examination centre.
- 4.2 The Quality Manager – Teaching and Learning is responsible for
 - ensuring that appropriate examinations/accreditations practices, policies and procedures are in place which JCQ requirements
 - ensuring that all relevant staff are familiar with the policy and procedures
 - ensuring that quality assurance procedures effectively monitor the quality of examination and assessment
 - monitoring the quality of examination organisation and that effective arrangements are in place to ensure equality of access to examination and assessment
- 4.3 The Exams Officer is responsible for
 - acting as the service's link with awarding bodies
 - managing the administration of external exams
 - advising the senior leadership team, Programme Leaders (PLs), class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
 - overseeing the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
 - ensuring that candidates are informed of and understand those aspects of the exams timetable that will affect them.
 - checking with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
 - receiving, checking and storing securely all exam papers and completed scripts and ensures that scripts are dispatched in accordance with JCQ guidelines.

- liaising with ALS to administer access arrangements and make applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifying and managing exam timetable clashes.
- accounting for income and expenditures relating to all exam costs/charges, including fee payments.
- ensuring candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracking, dispatching and storing returned coursework / controlled assessments.
- arranging for dissemination of exam results and certificates to candidates and forwards, in consultation with the PLs, any post results service requests.
- Liaising with PLs to ensure exams invigilators are in place for the conduct of exams.

4.4 The MIS Manager is responsible for

- the provision of accurate data on examination results
- maintaining systems and processes to support the timely entry of candidates for their examinations
- providing and confirming detailed data on estimated entries.

4.5 The Senior Programme Leaders are responsible for:

- ensuring that learner outcomes from examinations are effectively analysed and appropriate improvement actions put in place where needed
- ensuring that all standardisation and verification processes in their area are carried out in a timely and accurate manner
- ensuring that any specification changes are checked with the Quality Manager – Teaching and Learning
- consult with Programme Leaders to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- monitor the recruitment, training and monitoring of examination invigilators responsible for the conduct of examinations

4.6 The Programme Leaders are responsible for:

- ensuring compliance with this policy
- additions or removals from candidate lists
- ensuring that the current specification for a course is being taught
- ensuring that candidates are informed of and understand those aspects of the examination timetable that will affect them and that all learners are informed of the time and place of any examinations they need to sit
- ensuring all learners in their care are aware of the requirements of coursework and external examination and that they are properly prepared.
- guidance of candidates who are unsure about examination entries or amendments to entries
- ensuring that all coursework or portfolio work is marked and submitted in accordance with the requirements published by the Awarding Body.
- involvement in post results procedures and offering advice and guidance to learners
- ensuring that learner outcomes from examinations are effectively analysed and appropriate improvement actions put in place where needed
- accurate and timely completion of coursework or portfolio mark sheets and declaration sheets
- accurate completion of entry sheets and adherence to deadlines
- standardisation and verification processes for all coursework and controlled assessments including the authentication of the work
- referral to Additional Learning Support where appropriate.

- reporting all suspicious or actual incidents of malpractice to the Quality Manager – Teaching and Learning and will refer to the JCQ document ‘Suspected Malpractice in Examinations and Assessments’

4.7 The Additional Learning Support staff are responsible for:

- identification and testing of candidates’ requirements for access arrangements
- provision of additional support (for example scribes, assistive technology needs, etc.).

4.8 The Lead Invigilator (or member of staff responsible for supervising the exam) is responsible for:

- collection of examination papers and other material from the Examinations Office before the start of the examination
- ensuring examination rooms are equipped correctly
- collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office.
- the timely start and end of examinations
- ensuring that examinations are conducted in accordance with JCQ regulations.
- assisting in the provision of access arrangements as and when required to meet individual learner needs.

4.9 The Candidate or Learner is responsible for:

- informing their tutor and Programme Leader of any individual needs, for example dietary or religious requirements during examination periods.
- checking their examination entries and timetable carefully and notifying the tutor of any discrepancies.
- reading all the JCQ notices and information for candidates and adhering to those regulations.
- providing appropriate supporting evidence in cases where they are unable to attend an examination or complete an assessment.
- punctual attendance at examinations and ensuring they arrive with the necessary equipment.

4.10 Brent Start will only operate as an examination centre for other organisations, or accept entries from external candidates, in exceptional circumstances.

4.11 In such circumstances, Brent Start will not normally accept candidates for coursework, practicals, speaking tests or controlled assessments.

4.12 Brent Start will not provide additional remuneration for any teacher who conducts examination assessment as part of the course they teach for any learner who is a member of Brent Start.

5 Examination Fees

5.1 Registration and examination fees for all fully funded learners are normally paid by Brent Start. Brent Start will normally pay for one entry per examination / module per learner throughout the duration of their course unless circumstances are exceptional (e.g. missed examination due to genuine illness, bereavement, etc.).

5.2 Reimbursement of fees will be sought from candidates who fail to sit an examination or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

5.3 Any re-sit fees will be paid for by the candidate unless there are mitigating circumstances.

6 Coursework and appeals against Internal Assessment

- 6.1 Candidates who have to prepare coursework should do so by the required deadline which should be clearly communicated in writing to the learners by the relevant Programme Leader. Failure to meet published deadlines, internally or externally set, may have serious consequences for the learner, including failure of that component of the course and subsequent withdrawal from that course and all its examinations. If there are exceptional circumstances, such as illness supported by a medical certificate from a doctor, the relevant Programme Leader may, in consultation with appropriate staff, agree to extend a deadline.
- 6.2 If a learner fails to submit examined coursework they will normally be withdrawn from that course.
- 6.3 Learners who wish to appeal against the process for arriving at a mark or grade they have been awarded for coursework, should refer to Brent Start's Internal Appeals Procedure.
- 6.4 Programme Leaders are responsible for ensuring that all coursework is marked and submitted in accordance with the requirements published by the Awarding Body. Programme Leaders will also ensure all coursework is ready for despatch at the correct time and will keep a record of what has been sent when and to whom.
- 6.5 Learners will not receive information on the mark(s) for their coursework if it is subject to either internal or external moderation.
- 6.6 All incidents of plagiarism will be dealt with in accordance with Brent Start's Malpractice and Plagiarism Code of Conduct and in line with the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

7 Access arrangements

- 7.1 The ALS staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the Equality Act 2010.
- 7.2 A candidate's access arrangements will be determined by Additional Learning Support (ALS) and a doctor and/or an educational psychologist or specialist teacher in accordance with JCQ regulations.
- 7.3 Making access arrangements for candidates to take examinations is the responsibility of ALS and the Programme Leader. Invigilation and support for access arrangement candidates will be organised by the Programme Leader in consultation with the relevant member of the ALS team.
- 7.4 In compliance with JCQ 'Reasonable Adjustments' requirements, candidates who would use a computer in the classroom 50% of the time because of disability or injury will be allocated a computer for use in assessment.

8 Managing Invigilators and Exam Days

- 8.1 The relevant Programme Leader is responsible for ensuring appropriate supervision and invigilation takes place for external examinations in consultation with the Exams Officer.
- 8.2 Securing any necessary Disclosure and Barring Service (DBS) clearance for any new invigilators is the responsibility of the Brent Council Human Resources department. DBS fees for securing such clearance are paid by Brent Start.

- 8.3 External Invigilators' rates of pay are set by Brent Start.
- 8.4 The lead invigilator or supervisor will start all examinations in accordance with JCQ guidelines.
- 8.4 Unless specified otherwise in Awarding Body regulations, any learner arriving late will be allowed to start the exam up to 20 minutes after the designated start time. Any learner arriving after that point will be deemed to have missed the examination.
- 8.6 The relevant Programme Leader or a designate alternate will be present at the start of the examination to assist with identification of candidates and entry queries.
- 8.7 Examination papers must not be read by any tutor or removed from the examination room before the end of a session.
- 8.8 In practical examinations, a relevant tutor must be on hand in case of any technical difficulties. JCQ regulations on staff present in the examination room must be adhered to.

9 Enquiries about Results (EARs) and access to scripts

- 9.1 Results will normally be accessed from Brent in person with the learner required to provide a means of identification.
- 9.2 In line with the "Internal Appeals Procedure", learners should be advised that EARs can result in marks/grades being raised, confirmed or lowered. Any learner who wants to query a mark/grade awarded by an Awarding Body following receipt of their results should:
 - 1. Contact the Exams Officer (before the published deadline) who will advise on the options available to query the mark/grade and the costs involved in this process.
 - 2. Learners must sign a consent form issued by the Exams Officer.
- 9.3 All EAR enquiries are submitted once fees are paid.

10 Certificates

- 10.1 Certificates will be presented in person and collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Brent Start will not post certificates unless it is at the request of the candidate with payment and we accept no responsibility for loss in the post.
- 10.2 Certificates may be withheld from candidates who owe fees. A transcript of results may be issued if a candidate agrees to pay the costs incurred.
- 10.3 Brent Start will retain uncollected certificates for two years. If they are not collected by this time then they will be securely destroyed. Brent Start will not pay for replacement certificates where they have been lost or destroyed.
- 10.4 Brent Start will not pay for the cost of replacement certificates where there is an error in the candidate's information or a legal name change that they did not notify to the Exams Office before the certificate was issued.

11 Controlled Assessment

- 11.1 For the purpose of this policy, "Controlled Assessment" is defined as any piece of assessed work undertaken under classroom conditions where the outcome directly contributes to a final grade for examination purposes.

- 11.2 All tutors must ensure they have read and are familiar with the JCQ guidance document “Instructions for Conducting Controlled Assessments” which can be found at: <http://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2015-2016>.
- 11.3 The timing and conditions for controlled assessments must be established in accordance with any dates and conditions set out by the awarding body. Tutors must ensure they are aware of whether the level of supervision required is ‘High’, ‘Medium’ or ‘Low’ in accordance with JCQ regulations.
- 11.4 All tutors must ensure that candidates understand what they need to do to comply with the regulations for controlled assessments as outlined in the JCQ document, “Information for candidates – controlled assessments”: www.jcq.org.uk/exams-office/information-for-candidates-documents.
- 11.5 All tutors must ensure that candidates:
- understand that information from published sources must be referenced;
 - receive guidance on setting out references;
 - are aware that they must not plagiarise other material.
- 11.6 Where an individual learner has specific access arrangements, these must conform to the guidance set in in the JCQ document, “Access Arrangements and Reasonable Adjustments”: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>, be included in the arrangements for the controlled assessment and agreed with the relevant member of the ALS team and any necessary documentation completed.
- 11.7 Completed controlled assessments must be securely stored and the marks standardised in line with the awarding body’s criteria before being sent to the relevant awarding body in a timely manner. If a sample is required for external moderation, this must be provided in line with the criteria and sent to the external moderator by the required deadline.

12 Formative Assessment

- 12.1 For the purpose of this policy, “Formative Assessment” is defined as any piece of assessed work where the mark does not directly constitute a final grade for examination purposes.
- 12.2 Assessment at Brent Start should normally take place in relation to the learner’s previous performance and the assessment criteria of the awarding body.
- 12.3 Each programme area will maintain its own assessment procedure which will be made available to learners. Within each department separate courses may have their own subject specific assessment procedures which meet the needs of the learner and the specification.
- 12.4 All curriculum departments will adhere to the standards for assessment as set out in Brent Start’s ‘Assessment Protocol’ which refer to the regularity of assessment and the quality standards for marking and feedback.
- 12.5 All curriculum departments will maintain either a written or an electronic record of each learner’s progress. These records will inform progress so that learners are able to discuss progress and plans for future improvement with tutors.
- 12.6 All learners will be given a summary of the content, structure and timing of any formative assessments. They will have access to the programme area policy with regard to drafting, internal and external deadlines and opportunities to re-submit work. They will also be made aware of the methods of assessment and the assessment criteria used to determine their final grading and will be given practice assessment opportunities where appropriate.

12.7 Learners will be made aware of any grades they are predicted for the purposes of improvement and progression.

13. Monitoring and Review

13.1 The effectiveness of the policy will be monitored by the Quality Manager – Teaching and Learning who will report to the Brent Start Management Team should any amendments be required.

13.2 This policy will be reviewed every three years (or earlier if required) taking into account any changes in awarding body procedures, JCQ regulations, national curriculum requirements or legislation.

14. Related Documents

- Brent Council Code of Conduct
- Brent Council Complaints Procedure
- Brent Council Equality Policy
- Internal Appeals Procedure
- JCQ rules and regulations
- Malpractice and Plagiarism Code of Conduct
- Quality Policy
- Safeguarding Policy and Procedures
- Teaching and Learning Strategy (including the Assessment Protocol)

Appendix

Brent Start Examinations Information

No.	Guideline
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1.	Examination Entry Procedure and Guidelines for Learners
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| 1.1 | You will be entered automatically for your examinations and will not pay fees if your course is fully funded. |
| 1.2 | If you do not sit an examination (for reasons other than illness) or do not submit coursework after an entry has been made you may be expected to repay any entry fees paid by Brent Start and will be withdrawn from that course. |
| 1.3 | The final decision on entry rests with the relevant Programme Leader, in consultation with the relevant tutor. |
| 1.4 | In exceptional circumstances Brent Start reserves the right to withdraw your entry. This may apply if you fail to submit assessed work or there is a significant issue regarding your progress or conduct. |

2.	Examination Entries – Deadlines and Procedures
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| 2.1 | Examination entries are always prepared in advance. |
| 2.2 | Entries are made according to Brent Start's examination entry procedure. |
| 2.3 | You are required to provide proof of identity for all examinations. |

3.	Modular Examination Entry Procedure
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| 3.1 | <ul style="list-style-type: none">• Your teacher will advise on entry to modules if you are on a modular course.• You will be entered once only during the course for the appropriate modular and synoptic papers.• You may re-sit modules subject to Awarding Body rules, but must meet criteria as stated above and pay the appropriate fee. |
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4.	Coursework
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| 4.1 | <ul style="list-style-type: none">• Learners should ensure they understand the criteria by which coursework is assessed and the deadlines for submission.• Brent Start, by agreement with the examination boards, sets coursework deadlines. They are not usually negotiable, and may be earlier than published in the exam board specification. |
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5.	Re-sits
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| 5.1 | <ul style="list-style-type: none">• A 'Re-sit' is defined as any examination which has previously been taken at Brent Start.• You must have the support of your tutor.• A fee may be payable for examinations classed as re-sits (board fee plus administration charge).• If you fail to attend a re-sit examination component or to submit any coursework required, no refund can be made. |
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6. Withdrawals

- 6.1
- No refund of any fees paid can be made if you withdraw yourself from an examination.
 - Brent Start may withdraw an entry, without refund of any fees paid, if a learner fails to meet agreed conditions of entry.

7. Distribution of Examination Results/Certificates

- 7.1
- These may be withheld until any outstanding fees/charges have been paid, or until any books/equipment issued to you have been returned.

8. Appeals Procedure

More detailed information regarding the procedure for appeals is available in the Brent Start “Internal Appeals Procedure”.

8.1 Internally Assessed Coursework

- 8.1.1 In accordance with the Code of Practice for the conduct of external qualifications by the Department for Education, Brent Start is committed to ensuring that:
- Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
 - Assessment evidence provided by candidates is produced and authenticated according to the requirement of the relevant specifications for each subject.
 - The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
 - Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

8.2 Written Appeals Procedure for coursework

- 8.2.1 Each Awarding Body publishes procedures for appeals against its decision, and the Programme Leader will be able to advise learners and parents of these procedures.
- 8.2.2 Appeals may be made to Brent Start regarding the procedures used in internal assessment, but not the actual marks or grades submitted by Brent Start for moderation by the Awarding Body. A learner wishing to appeal against the procedures used in internal assessments should contact the Programme Leader as soon as possible to discuss the appeal.
- 8.2.3 On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Programme Leader and the relevant Service Manager. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
- 8.2.4 The learner will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.
- 8.2.5 If at any stage during your course you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. coursework / portfolio / projects) you should see the Programme Leader as soon as possible. Please remember that work that cannot be independently authenticated as your own or work submitted after a published deadline may not be accepted for submission.

9. Special Circumstances

- 9.1
- Access arrangements: If you have an identified learning difficulty or disability **and** this has been disclosed to Brent Start, you must discuss in advance any access arrangements with your tutor who will consult with the relevant member of the Additional Learning Support team.
 - Written evidence is essential.
 - Requests for special consideration must be made on enrolment and your teacher must be informed at the start of your course.
 - You **must** inform the above staff if examination preparation is disrupted by severe illness, disability or exceptional personal circumstances. Evidence will be required.
 - If examination performance is affected by illness or any other unforeseeable reason, special consideration may be given. **Written evidence is essential and must be supplied at the time of the examination; (e.g. a doctor's certificate in the case of illness).**

10. Examination Regulations

- 10.1
- Copies of relevant examination regulations and guidance can be found on the Brent Start VLE at <http://learn.brent-acl.ac.uk> and should be read carefully.

Contacts

- Luanna Watson – Exams Officer (luanna.watson@brent.gov.uk)
- Mark Rhodes – Quality Manager (mark.rhodes@brent.gov.uk)
- Trevor Baxter – Learner Support Services Manager (trevor.baxter@brent.gov.uk)