



Exams Policy 2025 – 2026

APPROVED

Purpose

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The exam policy will be reviewed every year.

The exam policy will be reviewed by the Principal/Head of Centre and Examinations Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Progress of Learners/Assessment decisions:

Bay Learning Academy maintains reliable, auditable quality assurance systems for documenting centre assessment records.

We maintain records to track learner progress that include the following:

- Learner name, date of birth and contact details
- Start date
- Learner URN
- Learner registration number
- Registration date
- Assessor and tutor names
- IQA Name
- Last assessment date
- Last IQA date
- Certification Date
- Location/site of assessment
- Qualification and QN Numbers
- Any access arrangements or special considerations granted
- Certificates claimed and storage location



The "Learner Assessment" spreadsheet is password protected and located within a password protected folder on the shared staff OneDrive.

Bay Learning Academy will:

- a) provide suitable accommodation and facilities for all examinations and assessments, including centre-assessed work, computer-based and on-screen assessments, ensuring that the work submitted is that of the candidate alone using only the items/materials specified
- b) provide fully trained invigilators for examinations, including computer-based and on-screen assessments
- c) provide fully trained Communication Professionals, Language Modifiers, practical assistants, readers and scribes for examinations where permitted under the JCQ publication Access Arrangements and Reasonable Adjustments
- d) have in place written procedures to verify the identity of all candidates at the time of the examination or assessment
- e) conduct all examinations/assessments governed by these regulations under the following JCQ publications for the academic year 2023/24: Access Arrangements and Reasonable Adjustments, Instructions for conducting coursework, Instructions for conducting examinations, Instructions for conducting non-examination assessments
- f) inform the JCQ Centre Inspection Service using the JCQ Alternative Site form of any alternative sites that will be used to conduct timetabled examination components/units in the qualifications listed in paragraph 1.6
- g) keep records for inspection purposes of all cases where overnight supervision is required per the JCQ publication Instructions for conducting examinations
- h) submit declarations for very late arrival of candidates for examinations, per the JCQ publication Instructions for conducting examinations
- i) submit any applications for special consideration where candidates meet the published criteria.

Bay Learning Academy operates a robust and effective internal standardisation process. Internal Quality Assurance of Speaking, Listening and Communicating assessments at Level 1 and 2 and Level 1 Award and Certificate in Introduction to Health, Social Care in Children's and Young People's Settings for standardisation in ensuring assessors are making consistently valid and reliable judgements. The purpose of the IQA process is to affirm the



correctness and consistency of assessment decisions. Focusing on: a) ensuring criteria are correctly; and b) ensuring that assessments take place under the required conditions.

applied

Exam Series

Internal exams are held under external exam conditions.

The centre offers some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the subject teacher and the Examinations Officer.

Exam Timetables

Once confirmed, the exam officers will circulate the exam timetables.

Assessment Responsibilities

The Principal/ Head of Centre:

- Has overall responsibility for the exam centre and advises on appeals and re-marks
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document for suspected malpractice in examinations and assessments

Exams Officer:

- This is the individual to whom the Principal / Head of the Centre has delegated responsibility for the administration of exams in their centre.
- Manages the administration of internal exams and/or external exams
- Advises the Principal, subject and class tutors, and other relevant support staff on annual exam timetables and procedures as set by the various awarding bodies
- Oversees 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
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and following JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their exams



ensures

- Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A Guide to the Special Consideration Process
- Identifies and manages exam timetable clashes in liaison with the Principal/Head of the Centre
- Work with the Principal/Head of the Centre in organising the recruitment, training, and monitoring of a team of exam invigilators responsible for the conduct of exams
- Ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Tracks, dispatches, and stores returned coursework/controlled assessments
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Principal/Head of Centre, any post-results service requests

Teachers/Instructors are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exam officer
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures
- Supplying information on entries, coursework and controlled assessments as required by the Principal/Head of Centre and/or exams officer

Invigilators are responsible for:

- Assisting the exams officer in the efficient running of exams according to JCQ regulations
- Collection of exam papers and other material from the exam filing cabinet before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam's filing cabinet

The Principal/Head of the Centre in collaboration with SENCO at the host school is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put in place exam day arrangements
- Processing any necessary applications to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms



Candidates are responsible for:

- Confirmation and signing of entries
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

Staffing:

Bay Learning Academy will:

- a) retain a workforce of an appropriate size and competence, to undertake the delivery of the qualification as required by City & Guilds
- b) provide fully qualified teachers to mark non-examination assessments, or fully qualified assessors for the verification of centre-assessed components
- c) enable the Head of the Centre, the examinations officer, Internal Quality Assurance staff and the SENCo to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- d) undergo a rigorous termly Quality Assurance Process that includes scrutiny of programme intent, implementation and impact. Knowledge and understanding are evaluated by interviewing and observing delivery staff, Assessors, Course designers and learners.
- e) Undergo termly Performance Management

Quality and consistency of qualification delivery:

All centre staff are familiar with the structure, content and assessment requirements of the qualifications and have designed a course programme that best meets the needs and capabilities of our learners AND satisfies the requirements of the City & Guilds qualification.

Our termly Quality Assurance process monitors the quality and consistency of the qualification delivery. Our QA model follows a three-step risk-based strategy.

Qualifications Offered

The qualifications offered at this centre are decided by the Principal/Head of the Centre in conjunction with the Company Directors.



The types of qualifications offered are Functional Skills and Level 1 Introduction to Health, Care in Children's and Young People's Settings.

Social

Decisions on whether a candidate should be entered for an examination will be taken by the subject teacher in consultation with the Principal/Head of the Centre.

Access Arrangements and Reasonable Adjustments:

The head of the centre will:

- a) appoint a SENCo (from the host school) who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- b) ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs. The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the
 - a) support that will be made available to the learner to facilitate access to examinations/assessments
 - b) recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20
 - c) ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate a normal way of working for a private candidate such as a distance learner or a home-educated student
 - d) ensure that where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified assessor as appointed by the head of the centre.
 - e) have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
 - f) assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved
 - g) ensure any applications for access arrangements or reasonable adjustments are submitted by the published deadline. The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection.
 - h) ensure requests for modified papers are submitted by the published deadline.
 - i) Malpractice, Maladministration Appeals and Complaints:



Bay Learning Academy will:

- a) take all reasonable steps to prevent the occurrence of any malpractice (which
- a) includes maladministration) before, during and after assessments have been taken
- b) place
- c) inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- d) as required by an awarding body, gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) per the JCQ publication Suspected Malpractice - Policies and Procedures, and provide such information and advice as the awarding body may reasonably require

If Bay Learning Academy discovers or suspects malpractice, the head of the centre is required to report it to the City & Guilds Investigation & Compliance team within 10 working days and before the commencement of any internal investigation.

Where malpractice or maladministration is suspected in a centre, or a partner organisation involved in administering or assessing the qualification, City & Guilds may:

- immediately suspend the centre from registering learners, undertaking examinations and/or making claims for certification
- investigate whether the safeguards at the centre are up to the standard required to guarantee valid claims

Allegations of malpractice can also be disclosed to City & Guilds by individuals (informants) who have concerns relating to examinations or the assessment of qualifications at an approved City & Guilds centre. An informant could be one of the following:

- Parents of learners
- Staff in the centre
- Staff who have left the centre
- Employers
- Staff in other City & Guilds centres
- Regulators and other agencies/organisations
- Other awarding organisations
- External quality assurers
- Examiners
- Police



Retention of learner work/Assessments:

Learners' work will be kept in locked storage for 3 years after the learner has completed the assessment. These will be made available to City & Guilds and other relevant regulatory authorities upon request.

Security

Bay Learning Academy will:

- take all reasonable steps to maintain the integrity of the examinations/ assessments, including the security of all assessment materials
- make arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required under the JCQ publication Instructions for conducting examinations.