



BCA Examinations Policy

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- **Approved by: Principal**

Statement of Intent

This policy is written to provide guidance on the conduct of external examinations at BCA. The proper conduct of exams means that all students will produce their own work to the best of their ability. It will also ensure the integrity of their work and the fair marking of it by the examination board.

BCA Mission

The British College of Andorra provides opportunities for all our students to achieve academic, artistic and sporting excellence, lasting physical, spiritual and mental health and to be inspired to accomplish personal and professional success.

BCA Values

We especially value the following in guiding the learning experience and promoting wellbeing at The British College of Andorra:

- Communication Skills
- Inquisitiveness
- Appreciation of Diversity
- Ability to Solve Problems
- Sense of Responsibility
- Commitment to Sustainability
- Tenacity
- Courage
- Self-awareness
- Team-working skills
- Inventiveness
- Compassion

(Inspired by the BCA Values v.1 (2018-2021), results of the BCA Community Survey 2022, the IB Learner Profile, and the Round Square Discovery Framework)

Aim of Policy

- to ensure the planning and management of public examinations (and internally assessed components) is conducted efficiently, in the best interest of candidates, and in line with the published regulations of the examining bodies.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff, students and parents.

Application of Policy

This policy applies to all stakeholders in the administration of public examinations at the College, including staff, students and parents. The policy applies at all times. There are no known restrictions, exclusions or special conditions to this policy.

Process

This policy was written by the Examinations Officer and reviewed by the Principal (Head of Centre). There was no previous Examinations Policy.

Related Policies

BCA Assessment Policy
BCA Academic Integrity Policy
BCA Inclusion Policy
BCA Complaints Policy
BCA Whistleblowing Policy

Policy Statement

1. Roles and Responsibilities

1.1 Principal

- Has overall responsibility for the College as an examination centre and will report all suspicions of, or actual incidents of, malpractice.
- Reads and is familiar with the [General JCQ Regulations for Approved Centres](#) document

1.2 Head of Secondary

- Manages the Examinations Officer.
- Advises on appeals and re-marks
- Reads and is familiar with the [General JCQ Regulations for Approved Centres](#) document

At the time of writing (April 2023), the Head of Secondary is also the Examinations Officer.

1.3 Examinations Officer

- Advises on annual examination timetables and application procedures set by the various awarding authorities.
- Oversees the production and distribution to staff and candidates of an annual calendar for all examinations and communicates regularly with staff concerning imminent deadlines and events.
- Provides and confirms detailed data on estimated entries.
- Submits forecast grades online by the Awarding Body deadline when requested to do so.
- Ensures candidates and parents understand aspects of the examination timetable that will affect them.
- Identifies and manages examination timetable clashes.
- Administers Access Arrangements and makes applications for Special Consideration.
- Ensures the timely entry of candidates for their examinations.
- Receives, checks and stores securely all examination papers and completed scripts.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines and College policy.
- Ensures the timely submission of candidates' coursework marks and materials.
- Arranges for dissemination of examination results and certificates to candidates
- Submits, in consultation with the Head of Secondary, appeals and re-mark requests.
- Ensures College information on the Edexcel Online account, and any staff and SENCO accounts, are up to date and accurate.
- Accounts for income and expenditures relating to all examination costs and charges. Before the commencement of the examination series, provides the College Finance Department of detailed information regarding costs to be invoiced to parents.
- Reads and is familiar with the [General JCQ Regulations for Approved Centres](#) document

1.4 Subject Teachers

- Offer guidance to candidates on entries.
- Submit forecast grades to the Examinations Officer when requested to do so.
- Participate in post-results procedures.

- Complete all mark and declaration sheets accurately to deadlines as set by the Examinations Officer
- Consult with Examinations Officer regarding possible dates for Oral Examinations and visits by External Moderators etc by February half-term.
- Must immediately inform the Examinations Officer of any change of specification.
- Notify access arrangements (as soon as possible after the start of the course).
- Submit candidate names to the Examinations Officer.

1.5 SENCO

- Identifies and tests candidates to assess requirements for Access Arrangements.
- Submits applications for Access Arrangements online to the Awarding Bodies.
- Provides the Examinations Officer with the names of candidates requiring Access arrangements within the deadlines set out by JCQ/Awarding Bodies, no later than 1st March.
- Distributes the Access candidate List with entitlements to all staff.
- Provides additional support to help candidates as required.
- Conducts appropriate training for staff and invigilators involved in Access Arrangements.

1.6 Invigilators

- Must be familiar with all procedures contained in the JCQ Instructions for Conducting Examinations document.
- Collect all examination papers in the correct order at the end of the examination, complete the attendance register and return to the Examinations Officer.

1.7 Administrative staff

- Manage the receipt, safe keeping and posting of examination papers.

1.8 Candidates

All candidates will be provided with a copy of the JCQ guidance for Students. They will then:

- confirm and sign entries
- confirm understanding of internal assessment regulations and sign a declaration that authenticates the work as their own
- confirm their understanding of examination regulations.

2. The Examinations offered

2.1 The qualifications offered at the College are decided by the Principal and Leadership Team.

2.2 The qualifications offered are International GCSEs (Pearson Edexcel) and the International Baccalaureate Diploma.

This policy version (April 2023) does not include policy specific to the IB Diploma. An updated version of this policy, for this purpose, will be produced by April 2024.

2.3 The subjects offered for these qualifications in any academic year may be found in the curriculum/ option booklets for that year.

3. Examination series (season) and Timetables

3.1 Public examinations are typically scheduled in the Summer Term (Term 3) i.e. May/June.. Exceptionally, for example for re-sits, candidates may be entered for the Winter (Term 1) series i.e. November.

3.2 The examination series used in the centre are decided by the Leadership Team..

3.3 The Examinations Office will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Candidates are selected for their examination entries by Subject Teachers in consultation with the Head of Secondary.

4.2 Entry deadlines are circulated to Subject Leaders by the Examinations Officer.

4.3 The Examinations Officer completes entries. For IGCSEs, this is completed on Edexcel Online following the guidance (videos and documentation) provided.

4.4 Late entries are authorised by the Head of Secondary and the Examinations Officer.

4.5 Retake decisions will be made in consultation with the candidates, the Head of Secondary and the Subject Teachers.

5. Examination Fees

5.1 The entry fees for all examinations are charged to parents, including a contribution towards the costs of the courier service used to dispatch examination scripts. Enquiries about Results, and Access to Scripts, unless initiated by the College, are also charged to parents. All further administrative costs are borne by the College.

5.2 Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

5.3 Candidates must pay the fee for an enquiry about a result, and in cases where the centre does not uphold the enquiry and the candidate can insist on pursuing the enquiry.

6. Special Needs and Access Arrangements

6.1 All exam centre staff must ensure that the Access Arrangements and Special Consideration Regulations and guidance are consistent with the law and the regulations of the awarding bodies. They also must ensure that a reasonable adjustment for a particular person may be unique to the individual and may not be included in the list of available access arrangements.

6.2 A candidate's special needs requirements are determined by the SENCO. At the start of the academic year, the SENCO will inform subject teachers of candidates with special educational needs who are embarking upon a course leading to an examination and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

6.3 The College provides support to students around the stresses of examinations, supporting and signposting for further advice and support, where appropriate.

6.4 Making special arrangements for candidates to take examinations is the responsibility of the SENCO who, in conjunction with the Exams Officer, will make the online applications for Access Arrangement to the Awarding Bodies (except centre-delegated access arrangements).

6.5 The SENCO will maintain the confidential file of evidence (for IGCSEs, 'Form 8' plus supporting specialist reports from educational psychologists etc) to support all approved applications for Access Arrangements

6.5 Rooming for Access arrangement candidates will be arranged by the Examinations Officer.

6.6 Invigilation and support for Access arrangement candidates will be organised by the Examinations Officer, who will ensure the students are informed.

7. Managing Invigilators and Examination Days

7.1 Invigilators are timetabled by the Leadership Team and briefed by the Examinations Officer.

7.2 Staff training on conducting exams is a part of the Instructions and Regulations. This should happen in advance of the exams and be documented. [Example Training Document \(Summer 2023\)](#)

7.3 Examinations are conducted according to the [JCQ Instructions for Conducting Examinations](#), a copy of which is provided to invigilators during training (7.2), and in the examination room itself.

7.4 The Examinations Officer will book and set up the allocated rooms for all examinations after liaison with other users and make the question papers, other examination stationery and materials available for the Invigilator.

7.5 The Examinations Officer or a nominated Invigilator will start all examinations in accordance with JCQ guidelines.

7.6 Subject Leaders may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

7.7 Practical examinations will be managed by subject teachers in liaison with the Examinations Officer, and with the addition of an independent invigilator.

7.8 Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Faculty at the end of the examination session.

8. Preventing Malpractice

In order to comply with JCQ regulations, The British College of Andorra will:

8.1 notify candidates, including any private candidates entered through the College, of their examination entries, and the dates and times of their examinations/assessments

8.2 ensure that, in relation to examinations, the JCQ Notice to Candidates poster is displayed in a prominent place outside the examination room and JCQ Mobile Phone and Warning to Candidates posters (A3 size) are displayed both inside and outside the examination room

8.3 ensure that the JCQ Notices to Candidates are emailed to all candidates and Form Tutors and also published on the College website at the start of term, prior to the examinations taking place and that candidates are made aware of the content of the JCQ Mobile Phone and Warning to Candidates posters.

8.4 ensure that all candidate data has been supplied to the awarding bodies within the terms of the GDPR Regulations and that candidates have been properly informed that this data has been transferred to the awarding bodies.

The British College of Andorra ensures that:

8.5 the centre number, the date and the start/finish times of each examination is displayed clearly. This can be either electronically and/or written on a board.

8.6 the seating arrangements prevent candidates from overlooking (intentionally or otherwise) the work of others: the minimum distance in all directions from centre to centre of candidates' chairs is 1.25 metres

8.7 wherever possible, for written examinations, all candidates will face in the same direction

8.8 each candidate will have a separate desk or table large enough to hold question papers, and answer booklets

8.9 a seating plan records the location of each candidate and the direction in which they were facing.

Furthermore:

8.10 a Whistleblowing Policy is in place, to provide a framework and procedure for any College employee to report certain types of wrongdoing or misconduct within the organisation. In the context of this Examinations Policy, this refers specifically to any adult named in sections 1.1 to 1.7, above. The wrongdoing disclosed must be in the public interest. This means it must affect others, e.g. student and/or the general public. The concern could be about something that happened in the past, is currently happening or likely to happen in the future.

9. Emergency Procedures

9.1 The Examinations Officer should notify all candidates if a fire alarm is due to be tested during the examination.

9.2 Unless otherwise advised, all alarms should be treated as an emergency, and candidates should evacuate the room immediately. They must not stop to gather belongings and examination papers should be left on the desk. Candidates are not to speak to each other whether in the examination room or whilst outside of it. They must follow the Invigilator to a meeting point, where a register (the attendance register for that examination paper) will be taken by the Invigilator to confirm attendance.

9.3 It is the responsibility of the College to inform candidates of the correct procedures that they should not consult with any of their fellow candidates; if they are seen to do so it may be construed as an attempt to cheat.

9.4 Where possible the examination will be resumed as soon as is practical to do so. Candidates will be given 10 minutes or so to re-read the examination paper and answer book(s) and the paper will be resumed. Extra time will be allowed to recompense for the time lost, and they will be advised of a new examination finish time. The Examinations Officer and/or Invigilator will confirm all of these details to the candidates

9.5 The Examinations Officer will notify the Leadership Team that the examination has been interrupted, and a full report will be submitted to the appropriate awarding bodies.

9.6 If it is not possible to return to the building, the examination may be abandoned. The Examinations Officer will make this decision and the necessary arrangements.

10. Contingency Plan

10.1 The College will follow the guidance provided by JCQ, which require all centres to have appropriate contingency plans in place:

<https://www.jcq.org.uk/preparing-for-disruption-to-examinations/>

10.2 Where timetabled examinations are scheduled on a day when bad weather/other conditions are a factor, a Contingency Examination Plan will come into operation, following guidance from the awarding authority.

10.3 The College operates on the basis that it will open - unless overnight weather/other conditions are so extreme that there would be significant risk to students and staff travelling to school. If for any reason the College is unable to open for examinations due to circumstances beyond its control, this will be communicated to all parties by a variety of media.

10.4 The decision to open/not open school rests with the Principal at all times after due consideration and advice taken.

10.5 Where conditions have a significant effect on the number of staff and students that can reach school, a decision not to open is made as early as possible on the relevant morning. Local media outlets are contacted immediately, the website is updated and text/email messages sent where possible.

11. Candidates, Clash Candidates and Special Consideration Candidates

11.1 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

11.2 Disruptive candidates are dealt with in accordance with JCQ guidelines.

11.3 For examinations longer than one hour, candidates will not be allowed to leave the examination room until at least one hour after the published starting time. They will not be allowed to return. Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

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

11.5 Clash Candidates. The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight Quarantine arrangements in accordance with JCQ regulations.

11.6 Special Consideration. Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the Invigilator to that effect. Any Special Consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor, dated the day of the examination. The Examinations Officer will then apply online for Special Consideration to the relevant Awarding Body within seven days of the examination.

12. Coursework and Appeals against Internal Assessments

12.1 Coursework is any piece of written or practical work which is marked by the school or by an external examiner and which contributes to a GCSE or IB Diploma. Coursework includes controlled assessments.

12.2 Code of Practice

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA and the IBO, The British College of Andorra is committed to ensuring that:

12.2.1 internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills

12.2.2 assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification

12.2.3 the consistency of the internal assessment is secured through internal standardisation as necessary

12.2.4 staff responsible for internal standardisation attend any compulsory training sessions.

12.3 Managing the Production of Coursework.

12.3.1 Coursework tasks will be explained to students appropriately within the guidelines set by the Awarding Bodies. A written outline of what is required will always be given to students.

12.3.2 Assessment criteria and weightings will be explained to students and wherever possible students will be given access to examples of completed coursework to enable them to judge the standard that is expected of them.

12.3.3 Students will be given realistic timescales to enable them to complete the task in a managed manner.

12.3.4 Coursework will be monitored at regular intervals and records kept on the stage of completion of the work.

12.3.5 Where permitted, and within Awarding Body guidelines, comments will be made on draft versions as to how work could be improved. At IBDP level, only a single round of formal written feedback may be given on a particular item of coursework.

12.3.6 Deadlines, once published within the school, will be enforced. Subject teachers will see any student who fails to meet a coursework deadline. The Head of Secondary will be informed as soon as possible. If there is good cause, supported by a letter from the parents, the Subject Teacher may grant a short extension. If an extension is missed, the Head of Secondary will advise parents at the earliest opportunity that their son/daughter is behind with coursework and seek their active support in ensuring that this is received. A further extension will only be permitted if it is appropriate to do so in exceptional individual circumstances.

12.3.7 All students will correctly complete a declaration of authentication.

12.4 Assessment

12.4.1 Coursework will be marked to an agreed standard by the Subject Teacher/within each department, using the assessment criteria published by the Awarding Body, and in alignment with the BCA Assessment Policy.

12.4.2 Internal standardisation procedures stipulated by the Awarding Bodies will be followed and all forms completed. The BCA Assessment Policy procedures for standardisation must also be followed.

12.4.3 Coursework, once collected and assessed, will be stored securely.

12.4.4 Subject Teachers will ensure all coursework is ready for despatch by the deadline set by the Examinations Officer. The Examinations Officer will keep a record of what has been sent when and to whom. Marks for all internally assessed work are provided to the Examinations Officer by the Subject Teachers.

12.4.5 In all cases, coursework which is lost, either by candidates or teaching staff must be reported to the Examinations Officer who will then inform the Head of Secondary and the Principal. A full investigation will then be carried out, the results of which will be communicated to the relevant Awarding Body.

12.5 Malpractice

12.5.1 Should coursework malpractice be suspected the teacher suspecting the malpractice should communicate their suspicions to the Head of Secondary. If the student has simply misunderstood the requirements of the coursework they should be given another opportunity to resubmit the piece of coursework in full. If malpractice has occurred the Examinations Officer must be informed at least 5 school days prior to the deadline for posting the form to the Awarding Body.

12.5.2 For IBDP examinations, more stringent and detailed advice on malpractice in coursework is given by the IBO.

12.5.3 The BCA Academic Integrity Policy should be followed at all times.

12.6 Appeals against Internal Assessments

12.6.1 Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the College concerning the internal assessment as required by the JCQ Code of Practice.

12.6.2 The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself.

12.6.3 The appeal must be made in writing to the Examinations Officer before the date of the last externally assessed paper for the relevant subject(s).

12.6.4 The enquiry into the internal process will normally be led by the Examinations Officer and the Head of Secondary, provided that neither has played any part in the original internal assessment process.

12.6.5 The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body.

12.6.6. The appellant will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body
- any steps taken to further protect the interests of the candidates.

12.6.7 Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on

marks awarded is that of the Awarding Body. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.

12.6.8 The Subject Teacher must provide the following for the appeal panel:

- the mark scheme or criteria for the coursework provided by the Awarding Body
- the teacher's own mark scheme or marking criteria if this differs from that of the Awarding Body
- dates when the coursework was set and to be handed in for that student
- evidence that all candidates have been given the same length of time
- the procedure for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out i.e. any extensions allowed
- dates when the teacher/s marked the coursework
- the name of the teacher in charge of the internal standardisation
- dates when teachers attended the last Awarding Body standardisation meeting
- evidence that the information from this meeting was disseminated.
- date(s) for any standardisation meeting and teacher attendance.
- if the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher
- copy of coursework marks sent to the Awarding Body.

12.6.9 Appeals have to be made by 30 June in the year that the work was assessed.

12.6.10 The panel's findings will be notified in writing and recorded for Awarding Body inspection.

13. Results, Enquiries about Results (EARs) and access to scripts (ATS)

13.1 Results

13.1.1 Candidates will access their individual results via the Awarding Body's online results service.

13.1.2 Candidates and their parents should be provided in good time with information on how to access results, and the post-results services and support available to them. An example letter appears in Appendix 1.

13.1.3 The provision of staff on results days is the responsibility of the Principal

13.2 Results Enquiries

13.2.1 EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged

13.3 Access to Scripts

13.3.1 After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. If a result is queried, the Examinations Officer, teaching staff and the Principal will investigate the feasibility of asking for a re-mark at the centre's expense.

13.3.2 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

13.4 Certificates

13.4.1 Certificates are 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.

13.4.2 Certificates are withheld from candidates who owe fees.

13.4.3 The centre retains certificates for one year. Unclaimed certificates are returned to the Awarding Body.

Appendix 1

Example letter to candidates outlining Access to Results and Post-Results Services.

Dear Students and Parents,

With all examinations over, I am writing to explain the procedure for IGCSE Results Day and any necessary follow up. Please retain this letter in case you need to refer to it later in the year.

Accessing Results

Exam Results can be accessed online at

<https://www.resultsplusdirect.co.uk/students/login.html>

Account details will be shared in a separate letter. If you have any problems accessing the account please contact the College at admin@bcandorra.com. Please try to login before the start of the holidays in case of problems in the holiday period creating delays.

Results are released at 9:00 am (10:00 am Andorra) on results day, 24th August.

Note that this service is only used to view results, it does not provide the official certificates of the examination results.

The service allows students to view their mark for each individual component/unit (each exam is an individual component) that they completed in a subject as well as the overall result for the subject.

Post-Results Services

Following results there are several services provided by Pearson Edexcel that candidates and parents may wish to engage in. These services are designed to improve transparency of marking by the exam and can provide information to the candidates about where they performed well, or less well. If there is a concern that the marking is not correct then there are other services available.

Please remember before results are published there are several stages of quality control in marking exams to ensure accurate results are obtained.

All requests must be specific to the component/unit of a subject.

1. Access to Scripts

This first service is freely available to all candidates. Written permission must be given by the candidate or parents for the College to request this. The College can request access to specific exam papers a student has completed. An electronically marked copy of the exam will be provided which has the awarded marks or errors that the students has made indicated, however it does not have any written comments by the examiner. It may feature marking codes if they are used by the subject (next to a mistake it may be marked as CON meaning contradiction).

When results are released the mark schemes and examiner reports (a general document produced based on the results of all candidates taking the exam) are also released so these should be used viewing a paper obtained from Access to Scripts.

If it is believed that the marking is incorrect in some way then there are some further options. Please remember that in these services a candidate's marks may go up, down or remain the same.

The following two services do have fees if the mark is unchanged and remains the same. If a candidate's result is changed due to a mistake then the fee is waived. The fees are indicated below however are from 1 August 2022 - 31st July 2023. They may change for August 2023 however would likely be very similar.

2. Clerical Re-Check

A check of all clerical procedures which lead to us issuing a result. This includes making sure:

- all parts of the exam paper have been marked
- marks have been recorded/added up correctly
- special consideration has been applied (where appropriate)
- the grade boundaries have been applied accurately

The fee for this service is 13.90EUR for each component/unit requested.

3. Review of Marking

The service includes a clerical re-check and then the paper will be re-marked and reviewed by a senior examiner.

The fee for this service is 48 EUR for each component/unit requested.

If, following publication of results, you wish to make use of one of these services, please make contact as soon as possible following the results publication, and make the formal request, stating which of the above services is required, and for which component/s, at the latest by Friday 31 August 2023.

Please send requests to admin@bcandorra.com who will forward it to the relevant member of staff present in College.

I hope that the information above is useful, and if it raises any questions, I will be very pleased to help.

On behalf of the BCA teaching staff, I wish students the very best of luck with their results!

Kind regards,

Exams Officer

Head of Secondary