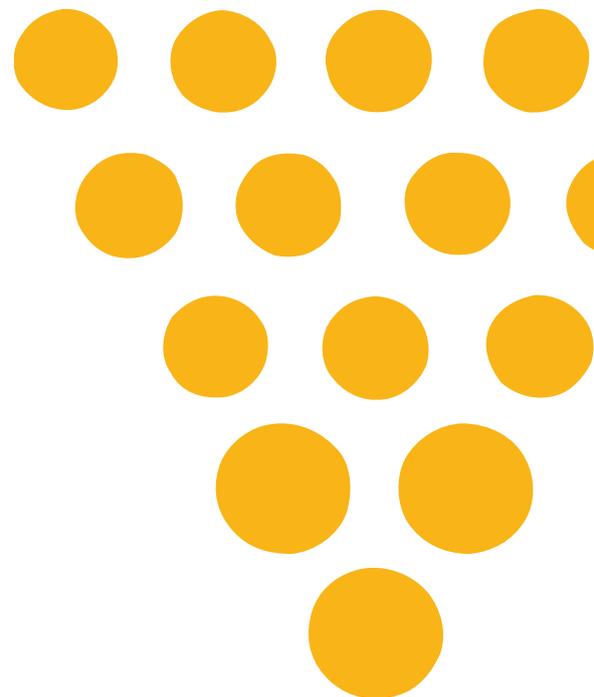




Cornish Language Office: Exams policy

24/04/20

Cornish Language Office



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December 2016	1.0 – Final	Mark Trevethan	
April 2020	1.1 – Final	Mark Trevethan	2016 document reviewed with no changes required.

Summary

The purpose of this exams 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 exams 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 exams policy will be reviewed every 2 years.

The exams policy will be reviewed by the Cornish Language Lead.

Where references are made to JCQ regulations/guidelines, further details can be found at <http://www.jcq.org.uk/>.

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Exam responsibilities

The head of centre:

- has overall responsibility for the Cornish Language Office as an 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 *Suspected malpractice in examinations and assessments*.

Exams officer:

- manages the administration of WJEC Cornish language assessments.
- advises class tutors on annual exams timetables and procedures as set by the WJEC.
- 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 are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teachers that the necessary coursework and / or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- 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.
- accounts for income and expenditures relating to exam costs / charges.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the WJEC correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- identification of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place assessment arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in assessment rooms.

Lead invigilator/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 exams office 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 exams office.

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 assessments according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Cornish Language Lead.

The types of qualifications offered are WJEC Cornish language assessments.

The centre does not act as an exams centre for other organisations or for any subjects other than Cornish language.

Decisions on whether a candidate should be entered for a particular subject will be taken by the teacher in consultation with the Cornish Language Lead.

Assessment series

External assessments are scheduled in Autumn and Spring, with deadlines for each round of assessments to be confirmed by WJEC and forwarded to teachers.

The Cornish Language Lead decides which assessment series are used in the centre.

Assessment timetables

Once confirmed, the exams officer will circulate the assessment timetables for WJEC assessments at least one month before each series begins.

Entry deadlines will be published on the Cornish Language Office website and the Ros Dyski (Association of Cornish Language Teachers) website.

Teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after WJEC deadlines (i.e. late) will not be accepted.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the teachers and the Cornish Language Lead.

Access arrangements

The teachers will inform the Cornish Language Lead of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the teacher.

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

Rooming for access arrangement candidates will be arranged by the teacher.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the teacher with the Cornish Language Lead.

Overseas candidates

Managing overseas candidates is the responsibility of the Cornish Language Lead.

Contingency planning

Contingency planning for exams administration is the responsibility of the Cornish Language Lead.

Malpractice

The head of centre, in consultation with the teachers, is responsible for investigating suspected malpractice.

Assessment days

The teacher will book all assessment rooms after liaison with other users and make the question papers, stationery and materials available for candidates.

The teacher will start and finish all assessments exams in accordance with JCQ guidelines.

After an exam, the teacher will arrange for the safe dispatch of completed assessments to the Cornish Language Office.

Candidates

The exams officer will provide written information to candidates in advance of each exam series.

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

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the teacher.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The teacher is responsible for handling late or absent candidates on exam day.

Verification of candidate identity and unique learner number

The teacher will provide details of the candidate to the Cornish Language Office and confirmation of proof of identity (passport, driving licence or birth certificate).

The Cornish Language Office will record candidate entries, confirmation of identity and assessment level, and issue a unique learner number (ULN) for each candidate to the teacher.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the teacher to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

Document information

Contacts

Policy prepared by Mark Trevethan, Cornish Language Lead, Economic Growth,
24 April 2020

Further information

Contact the Cornish Language Office at cornishlanguage@cornwall.gov.uk for
further information

Alternative formats

If you would like this information in another format please contact: **Cornwall
Council, County Hall, Treyew Road, Truro TR1 3AY**

Email: comments@cornwall.gov.uk Telephone: **0300 1234 100**

www.cornwall.gov.uk

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