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Registered with the Charity Commission for Northern Ireland NIC101695

Joint Council of Qualifications (JCQ) Centre Number: 71209

## **UCM POLICY FOR CONDUCTING MUSIC EXAMINATIONS 2024**

The Ulster College of Music is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

### **Examination security**

The Ulster College of Music:

- has a secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
- makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- ensures the relevant awarding bodies are informed of any Conflict of Interest where:
  1. a member of Centre staff is taking a qualification at the Centre which includes internally assessed components/units (taken at the Centre as a last resort where unable to find an alternative Centre)
  2. a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of Centre staff with a personal connection to the candidate.
- maintains records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected by any conflict of interest.

### **Roles and responsibilities**

**The Head of Centre** is the Chairperson of the Management Committee (ie the Trustees) and is accountable to the awarding bodies for ensuring that the Centre is always compliant with the

published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments.

The Head of Centre takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the Head of Centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update.

**The Examinations Officer** is the College Administrator, who acts on behalf of, and is the main point of contact for the Centre in matters relating to the general administration of awarding body examinations and assessments.

The Examinations Officer completes and submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Oxford, Cambridge and the Royal Society of Arts (OCR) - see <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year.

The Examinations Officer must understand the contents of annually updated JCQ publications and ensure key tasks are undertaken and key dates and deadlines met in line with the annually updated information from CCEA.

**The Special Educational Needs Coordinator (SENCo)** is a member of the College with experience in special educational needs, who is appointed by the Management Committee and determines appropriate arrangements for candidates with learning difficulties and disabilities in collaboration with the candidate's school, where possible (for school age students).

#### **Escalation process should the Head of Centre, Examinations Officer or SENCo be absent:**

The Management Committee of the Ulster College of Music will convene an emergency meeting to appoint a deputy to ensure that examinations are conducted in compliance with all JCQ regulations and UCM policies. The deputy appointed will contact CCEA support for advice.

#### **Relevant policies**

The Ulster College of Music has in place the following policies available for inspection:

- a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (AccessNI)
- a written data protection policy; (UCM privacy policy)
- a written emergency evacuation procedure
- a written equalities policy
- a written examination contingency plan which covers all aspects of examination administration
- a written internal appeals procedure
- a written late arrival policy
- a written policy regarding the management of GCE and GCSE non-examination assessments, (UCM controlled assessments policy)
- a written policy for the use of word processors
- a written policy for suspected malpractice

## **The Music Tutors**

Music Tutors are required to:

- keep themselves updated with awarding body teacher-specific information to ensure effective delivery of qualifications and meet internal deadlines set by the Examinations Officer and SENCo
- attend relevant awarding body training and update events

**The Invigilators** are required to attend training, updates, briefing and review sessions.

## **Public liability**

The Ulster College of Music complies with local health and safety rules and is adequately covered for public liability claims.

13 March 2024