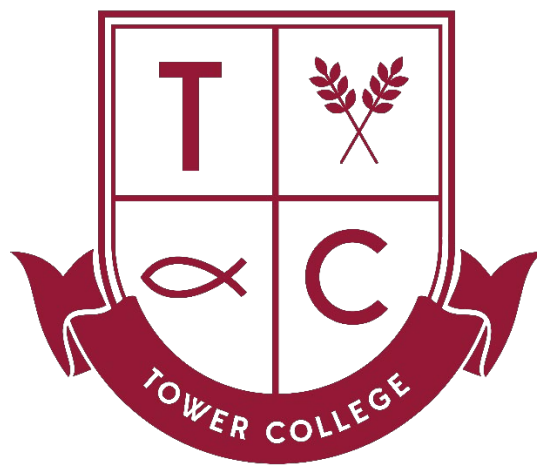


EXAMINATIONS POLICY



Date of Policy: October 2018

Review Date*: October 2019

Coordinator (s): Mrs P Knox

Governor: Mrs C Parr

*** Policy Review: Annually unless otherwise dictated by the FGB (Full Governing Body) or by changes in legislation.**

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Please read alongside the exams contingency plan and emergency evacuation plan.
Date ratified:

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.

EXAM RESPONSIBILITIES

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This Exam Policy will be reviewed annually. This Exam Policy will be reviewed by the exams officer - Mrs P. Knox and the Principal/Head of Centre – Mrs A O'Grady

Overall Responsibility for the School as an Exam Centre:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ "ICE" document, ***Suspected Malpractice in Examinations and Assessments.***

Exams Officer – Mrs P. Knox

- manages the administration of public and internal exams and analysis of exam results:
- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors 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 are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- oversees the administration of Access Arrangements and makes applications for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- identifies and manages exam timetable clashes
- organizes appropriate accommodation for examinations
- ensures that the correct papers and relevant equipment are available ready for the start of each examination
- accounts for income and expenditures relating to all exam costs/charges
- organizes the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch, and stores returned coursework and any other material required by the appropriate Awarding Bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- the posting of exam scripts

Heads of Subject

- accurate completion of coursework mark sheets and declaration sheets
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- provision of subject codes and cash-in codes to the EO

Teachers

- notification of Access Arrangements (as soon as possible after the start of the course)
- submission of candidate names to Heads of Department

Exams Officer

- administration of Access Arrangements
- collection of evidence to support applications
- identification and testing of candidates' requirements for Access Arrangements
- provision of additional support — with spelling, reading, Mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Invigilators

- collection of all exam papers and equipment at the end of the exam and their return to the exams office
- assisting with the completion of registers and seating plans
- ensuring that JCQ regulations for the conduct of examinations are met during the examinations
- reporting all irregularities to the Exams Officer

Candidates

- confirming entries and personal details
- being prompt to all exams with the correct uniform and equipment to complete the exam
- displaying behaviour appropriate for examination conditions
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own

THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

The statutory tests and qualifications offered at this centre are decided by the Principal. The statutory tests and qualifications offered are GCSE. The subjects offered for these qualifications in any academic year may be found in the appendix to this policy. The exam office must be notified of changes of exam specifications in **JULY** of each year.

At Key Stage 4 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external Awarding Body.

EXAM SEASONS AND TIMETABLES

- Exam seasons: internal exams are scheduled in **February** and **June**. Mock GCSE exams are scheduled in **February**. All internal exams are held under external exam conditions. External written G.C.S.E. exams are scheduled in **May** and **June**.
- Timetables: the Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed. Individual candidate timetables for external exams will be issued to students via their form teacher once all entries have been confirmed.

ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

- Entries: candidates are selected for their exam entries by the Heads of Subject. Candidates, or parents, may request a subject entry, change of level or withdrawal, but the ultimate decision will be taken by the subject teacher in collaboration with the EO and the Principal. Changes to entries are in consultation with the exams office. In general these should be avoided (see section 5 below). The centre accepts external entries from former candidates only.
- Late entries: entry deadlines are circulated to Heads of Subject via email and pigeonhole. Late entries are authorized by Exams Officer and the Principal.
- Retakes: retake decisions will be made in consultation with the candidates, subject teachers and the Exams Officer. (See also section 5: Exam Fees.)

EXAM FEES

- All initial registration and entry exam fees are paid by the candidates, included in the fees.
- Late entry or amendment fees (including those for changes of tier) are paid by the candidates.
- Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Retakes.)
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry, and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs].)

THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

- The Equality Act 2010: the centre agrees to recognize its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses and make reasonable adjustments to the service the centre provides to disabled candidates.
- All exam centre staff must ensure that the Access Arrangements and Special Consideration Regulations and Guidance are consistent with the law.

Special Needs

- A candidate's special needs requirements are determined by the Principal and the educational psychologist / specialist teacher.
- The Principal will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Exams Officer can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access Arrangements

- Making special arrangements for candidates to take exams is the responsibility of the Principal and the Exams Officer.
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Exams Officer.
- Accommodation for Access Arrangement candidates will be arranged by the Exams Officer. Invigilation and support for Access Arrangement candidates will be organized by the Exams Officer.

ESTIMATED GRADES

The Heads of Subject will submit estimated grades to the Exams Officer when requested by the Exams Officer.

MANAGING INVIGILATORS AND EXAM DAYS

- Managing invigilators: invigilators are timetabled and briefed by the Exams Officer.
- Exam days: the Exams Officer will arrange the use of all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.
- Site management is responsible for setting up the allocated rooms.
- The Exams Officer will start all exams in accordance with JCQ guidelines. Subject teachers will not be allowed in the exam room whilst their exam paper is in process.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must **not** be read by subject teachers or removed from the exam room **before** the end of a session. Papers will be distributed to Heads of Subject 24 hours after the exam.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

- Candidates: 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.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.

Pupils in Years 7, 8, 9, 10 & 11

Candidates will normally be required to remain in the exam room until the end of the examination. This will always apply where large numbers are involved. The Exams Officer, at her discretion, will arrange for dismissal after one hour if it is appropriate to do so e.g. if there is a small candidate entry.

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

- Clash candidates: the Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays if required.
- Special consideration: should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within **five** days of the exam, for example, a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant Awarding Body on receipt of the evidence.

COURSEWORK, CONTROLLED ASSESSMENTS AND APPEALS AGAINST INTERNAL ASSESSMENTS

- Non-examination assessments/Coursework & Controlled Assessments: candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Heads of subject will ensure all coursework/tasks are ready for despatch at the correct time, and the Exams Officer will keep a record of what has been sent when and to whom.
- Marks for all Internally Assessed work are provided to the exams office by the Heads of Subject.

(See also Controlled Assessment Outlining Staff Responsibilities and Controlled Assessment and Risk Management Process, available on the website and from the exams office.)

- Appeals against internal assessments: the centre is obliged to publish a separate procedure on this subject, which is available on the School website and from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- candidates may appeal if they feel their coursework/controlled assessment/non-examination assessment has been assessed unfairly, inconsistently, or not in accordance with the specification for the qualification.
- appeals should be made **in writing** by 30 June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- the Principal's findings will be notified **in writing**, copied to the Exams Officer and recorded for Awarding Body inspection.

RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPT(ATS)

- Results: candidates will receive individual results slips on results days in person at the centre, or by post to their home addresses if unable to collect.
- Candidates may be able to access some results electronically and will receive instructions and personal pin numbers to do this.
- Arrangements for the school to be open on results days are made by the Principal.
- The provision of staff on results days is the responsibility of the Principal.

EARS: EARS may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

- If a result is queried, the Exams Officer, teaching staff and Principal will investigate the feasibility of asking for a review of marking. Candidates and parents must give their consent **in writing** with the appropriate fee.
- 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. (See section 5: Exam fees.)

ATS: after the release of results, subject staff may request the return of papers within the JCQ published deadlines.

- Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

CERTIFICATES

- Certificates are collected on Speech Day unless a candidate is unable to attend. In this instance the certificates will be collected and signed for at school.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorized to do so.
- Certificates may be withheld from candidates who owe fees.
- The centre retains certificates for twelve months, as per JCQ guidelines.