



POLICY FOR	EXAMINATIONS
PERSON RESPONSIBLE	Vice Principal - Assessment
DATE REVISED	January 2021

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The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Federation of Assessment, Achievement and Reporting.

1. Exam Responsibilities

Head of Centre / Principal

Overall responsibility for the school/college as an Exam Centre:

- Advises on appeals and re-marks
- the head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.

Exams Manager

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, Board of Trustees 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 Non Examination Assessment (NEA) 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
- Makes applications with the SENCo 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
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages exam invigilators and organises the recruitment, training and monitoring of the team of exam invigilators responsible for the conduct of exams
- Submits candidates' coursework marks if applicable, tracks dispatch and stores returned coursework/NEA 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.

Heads of department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- 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 Manager.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

SENCO

- Administration of access arrangements.

- 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.

Lead invigilator/invigilators

- 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 their return to the exams office.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Reception staff

- Supervision of exam papers until collected by Parcel Force.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this Centre are decided by the head of Centre.

The statutory tests and qualifications offered are A levels, BTEC qualifications at Level 2 and Level 3, GCSE and OCR Cambridge Nationals.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed by end September.

At key stage 4

All candidates are entitled to be entered for a qualification from an external awarding body.

3. Exam Seasons and Timetables

3.1 Exam seasons

External exams are scheduled in January and June. The Centre will schedule BTEC on-demand assessments outside the exam seasons.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Manager will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the heads of departments.

The Centre does accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to heads of department via internal mail.

Late entries are authorised by heads of department and any subsequence costs will be met by the department.

4.3 Retakes

Candidates may be allowed retakes in GCSE.

Candidates are allowed retakes in AS.

Candidates are not allowed retakes in A2

Retake decisions will be made in consultation with the candidates, parent, Head of Faculty and School Principal
(See also section 5: Exam fees)

5. Exam Fees

GCSE initial registration and entry exam fees are paid by the Centre.

AS initial registration and entry exam fees are paid by the Centre.

A2 initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the departments.

Candidates or departments 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees are usually paid by the candidate, any subsequent retakes fees will also usually be paid by the candidate in full.

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])

6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the educational psychologist / specialist teacher.

The SENCO 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 SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and Exams Manager.

Submitting completed access arrangement applications to the awarding bodies is the

responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Manager.

7. Estimated Grades

Estimated grades

The heads of department will submit estimated grades to the Exams Office when requested by the Exams Manager.

8. Managing Invigilators and Exam Days

8.1 Managing Invigilators

External invigilators will be used for exam supervision.
They will be used for all exams.

The recruitment of invigilators is the responsibility of the Exams Manager.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators' rates of pay are set by the Centre administration.

8.2 Exam Days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site Staff are responsible for setting up the allocated rooms as requested by the Exams Manager.

The Lead Invigilator or Exams Manager will start all exams in accordance with JCQ guidelines.

Subject staff may not be present in the exam rooms at the start of the exam.

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 department/faculty within 24 hours after the end of the exam session but not before the question papers have been sent to the exam boards via secure dispatch.

9. Candidates, Clash Candidates and Special Consideration

9.1 Candidates

Candidates are subject to the JCQ examination rules.

The candidate's identification photos are kept in the invigilators information packs and are checked against the seating plan before the start of all exams.

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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

The Exams Manager 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.

9.2 Clash Candidates

The Exams Manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays if necessary.

9.3 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 within seven days of the exam.

10. Coursework/Controlled Assessments and Appeals against Internal Assessments

10.1 Coursework/Controlled Assessments/ NEA

Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.

The Centre ensures there is sufficient supervision to enable the work of a candidate to be authenticated

The Centre ensures candidates are aware of the JCQ documents Information for candidates - non-examination assessments and Information for candidates - Social Media

Heads of department will ensure all coursework is ready for dispatch 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 department.

Subject teachers will advise candidates on relevant aspects before candidates begin working on a task

When reviewing candidates' work subject teachers will, unless prohibited by the specification, provides oral and written advice at a general level to candidates

Subject teachers will allow candidates to revise and re-draft work after advice has been given at a general level

Subject teacher will record any assistance given beyond general advice and takes it into account in the marking or submits it to the external examiner

Subject teacher will ensures when work has been assessed, candidates are not allowed to revise it.

10.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available 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

- Specific NEA appeals information can be found in the NEA policy kept in the Exams Office.
- Candidates may appeal if they feel their coursework 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 Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for Awarding Body inspection.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days by the student in person at the Centre. Results will only be given to a representative if we have written consent from the pupil. Results will be posted only if stamped addressed envelope is supplied to the Exams Manager before the end of term 6. Results will not be emailed.

Arrangements for the Academy to be open on results days are made by the head of Centre.

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

11.2 Enquiries against Results (EARs)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and the Head of the Academy or nominee will investigate the feasibility of asking for a re-mark at the Centre's expense. Where available the exam paper will be downloaded from the board to check there is a cause for a query.

When the Centre does not support a candidate's or parent's request for 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)

11.3 ATS

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 Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

Centre staff may also 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.

12. Certificates

Certificates will need to be collected by the student in person and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and can produce written consent.

Certificates will not normally be posted. Students may request certificates to be posted on the understanding that the cost is met by the student, who must understand the risk associated with posting the documents.

Certificates may be withheld from candidates who owe fees.

The Centre retains certificates for one year as determined by JCQ, after which they will be destroyed.

The Centre takes no responsibility for any lost or damaged certificates once they have been collected or posted.