



Exams Policy

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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.

1. Exam Responsibilities

Principal

Overall responsibility for the School as an Exam Centre. Delegated responsibilities to Examinations Officer to:

- Advise on appeals and re-marks.
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Exams Officer

Manage the administration of public and internal exams and analysis of exam results:

- Advise the Senior Leadership Team, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Bodies.
- Produce and distribute to staff, and candidates an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Oversee the administration of access arrangements and make 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*.
- Identify and manage exam timetable clashes.

- Organise the recruitment and training of the invigilation team. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward any appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams.

Subject Teachers

- Comply with Awarding Body specification requirements.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Accurately complete all exams documentation/coursework mark sheets/declaration sheets and adhere to deadlines.
- Submit candidate names to Exams Officer for completion of examination/coursework entries and confirm learner details prior to registration.
- Provide details of additions or removals from candidate lists.
- Inform the Exams Officer of changes to course/entry/levels.
- Following appropriate discussion with students and parents, inform the Exams Officer of any withdrawal of students from exams and whether the cost of any fees is to be incurred by the student.
- Provide direction to candidates on post-results procedures.
- Approve the appropriateness of entry for re-sits.
- Maintain records of students re-sitting specific units.
- Administer Controlled Assessments as required by the Awarding Body.

SENCO

- Identify and oversee testing of candidates' requirements for access arrangements.
- Liaise with Exams Office to organise exam access arrangements.
- Arrange for Data Protection Notice to be signed and a Form 8 to be completed.
- Securely store access arrangements information for all students.
- Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to assist candidates in achieving their course aims.
- Apply to awarding bodies for access arrangements.

Lead Invigilator/Invigilators

- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Check the examination room prior to the arrival of candidates and ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.



- A reliable clock of readable size is visible to each candidate.
- All notices are displayed in accordance with JCQ regulations.
- The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to “The Instructions for Conducting Examinations”.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the School’s safeguarding policy and procedures.

Candidates

- Check personal exam entries on receipt of timetable by email and inform the Exams Office of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

2. Exam Seasons and Timetables

Exam seasons

Subject Teachers/Senior Leadership Team have responsibility for giving the Exams Officer the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Subject Teachers, Senior Leadership Team and Exams Officer must liaise to oversee and plan the scheduling of exams for the individual areas. This includes decisions on exams series.

Most internal exams are held under external exam conditions.

Timetables

The Exams Officer will display timetables of all external exams on notice boards. Allocation of Invigilators will be the responsibility of the Exams Officer.

3. Entries, entry details, late entries and re-sits

Entries

Candidates are selected for their exam entries by the Curriculum Leaders and Subject Teachers.

The centre does not accept entries from external candidates.

Withdrawals

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Bodies. These deadlines are available from the Exams Office or the Awarding Bodies' websites.

Withdrawal of any student from a course can only be made after discussions between the subject teacher and Senior Leadership Team link.

Students, and parents if appropriate, should be informed by the subject teacher of the reason for the withdrawal.

Late entries

The deadlines for late entries are available from the Exams Office or the Awarding Body websites. Entry deadlines are circulated to staff by the Exams Officer via email.

Late entries are authorised by the Principal/Subject Teachers/Exams Officer in consultation with candidates.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Body.

Re-sits

Re-sit decisions are made in consultation with the Subject Teacher, Exams Officer and the candidate.

4. Exam Fees

Normal registration and exam fees for the first sitting are paid by the School for fully funded candidates with an active enrolment.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of other mitigating circumstances.

The candidate will be charged the full exam fee, as set out by the Awarding Body, for any timetabled exam or assessment missed without supporting evidence.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Re-sit fees are paid by the candidates. This also applies to candidates re-sitting a year already taken and taking units that they sat previously.

5. The Disability Discrimination Act (DDA), special needs and access arrangements

Disability and Equality Act

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

The SENCO will inform Subject Teachers of candidates with special educational needs. The SENCO can then inform individual staff of any special arrangements that 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 SENCO.

Candidates who may require access arrangements are identified during the admissions process or enrolment.

Subject Teachers identifying candidates who may require access arrangements after the start of the course should contact the SENCO at the earliest opportunity. It is the Subject Teacher's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is the responsibility of the SENCO/Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer with the SENCO.

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

6. Estimated Grades

Subject Teachers are to complete Estimated Grade Forms and return to the Exams Officer when requested to do so in order to meet the Awarding Bodies' published deadlines.

7. Managing Invigilators and Exam Days

Managing Invigilators

Invigilators will be used for exams.

The recruitment of Invigilators is the responsibility of the Vice-Principal/Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new Invigilators is the responsibility of the School Business Manager.

CRB fees for securing such clearance are paid by the School.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the School.

Exam days

The Exams Officer will book all exam rooms in consultation with other staff at the School and Kingston Maurward College.

The Exams Officer is responsible for organising the setting up of the allocated rooms.

The Exams Officer will make the question papers, other exam stationery and materials available for the invigilators on exam days.

The lead invigilator will start all exams in accordance with JCQ guidelines.

In practical exams Subject Teachers may be on hand in case of any technical difficulties, but must not advise on which questions are to be attempted.

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 Subject Teachers the following day.

8. Candidates, clash candidates and special consideration

Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

The School's rules on acceptable dress and behaviour 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.

Candidates will not be allowed to leave the exam room until the published finishing time.

If candidates need to leave the exam room due to illness or due to an ongoing medical problem (a note from the parent/medical practitioner must be provided and given to the Exams Office prior to exams taking place) they will be accompanied by an invigilator.

The Exams Officer/Administrative Staff 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.

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (e.g. breakages during the exam).

Clash candidates

Organising the supervision of candidates between exams is the responsibility of the Exams Officer. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

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, then it is the candidate's responsibility to alert the School, Exams Officer or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the School supports the application the Exams Officer will then forward a completed special consideration form to the relevant Awarding Body within the JCQ's recommended deadlines.

9. Results, enquiries about results (EARs) and access to scripts (ATS)

Results

Candidates will receive individual results on results day in person at the Centre. If candidates cannot make it to School to collect their results these will be posted home on results day.

Arrangements for the School to be open on results day are made by the Principal.

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

Enquiries About Results (EAR)

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

The Awarding Organisation's fee is payable by either the candidate or the School depending on who has requested the EAR.

If the centre does not uphold and EAR a candidate may apply to have an enquiry carried out. This will be at the expense of the candidate.

Candidates should be made aware by Subject Teachers/Exams Officer that re-marked grades can go down as well as up.

Access To Scripts (ATS)

After the release of results candidates may request the return of papers within the Awarding Body's stated deadlines.

If a result is queried, the Exams Officer in conjunction with teaching staff and/or Principal will investigate the feasibility of asking for a re-mark at the School's expense. Otherwise the candidate will pay for the remark themselves. If there is a change in unit grade the candidate will receive a refund from the School.

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.

Appeals Procedure

If the head of centre or a candidate is dissatisfied with examination results and has reasons to suspect they may not be accurate, the first step to take is to make an enquiry about results. Full details of enquiries about results services are given in the JCQ publication Post-Results Services – Information and guidance to centres - <http://www.jcq.org.uk/exams-office/post-results-services> which is also available on the school's website.

AQA will accept appeals from the Principal of the school on behalf of a student or group of students. Students and/or parents/carers cannot submit an appeal directly to AQA. Any concerns should be discussed with the school, who will act on your behalf as appropriate.

Information regarding the appeal process is also available on the following websites:

BTEC/Edexcel - <http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html#tab=Appeals>

City & Guilds - <http://www.cityandguilds.com/help/help-for-learners/how-to-appeal>

NCFE – <http://www.ncfe.org.uk/learners/complaints/>

10. Certificates

Certificates are posted (by recorded delivery where stipulated by the Awarding Body), or collected in person if a candidate requests this.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and they provide their own identification.

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The Centre retains certificates for three years.

Applying for replacement certificates lost by candidates, and any costs incurred, will be met by the candidate.

11. Examination Contingency Plan

Contingency planning for exams administration is the responsibility of the Vice-Principal and Exams Officer.

Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations.



12. Suspected Malpractice/Plagiarism

Any suspected malpractice/plagiarism will be dealt with in line with the guidance provided by JCQ and awarding organisations. Information can be found on the school's website.

Other Policies/Documents:

This Policy should be read in conjunction with the following Policies/documents:

- Policy for Controlled Assessment & Internal Assessment Decisions
- Late Arrival to Exams Policy
- Early Examination Entry Policy
- Staff Malpractice (Controlled Assessment) Policy
- Risk Management