

## Policy No. 15 EXAMS POLICY

### Purpose

The purpose of the exams policy is to ensure the:

- planning and management of exams is conducted efficiently and in the best interests of candidates
- operation of an efficient exams system with clear guidelines for all relevant employees

It is the responsibility of everyone involved in the School's exam processes to read, understand and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the examinations officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

### Exam responsibilities

#### The Headteacher:

- has overall responsibility for the school/college as an exams 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<sup>1</sup>:

- Manages the administration of external exams
- Advises the senior leadership team, subject and class tutors, and other relevant support employees on annual exams timetables and procedures as set by the various awarding bodies
- Oversees the production and distribution, to all centre employees and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with employees concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- checks with the teaching team 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 all exam costs/charges
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- tracks, dispatches, and stores returned coursework / controlled assessments
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

**Heads of department, class teachers and the exams officer are responsible for;**

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- 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

**Teachers are responsible for;**

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer

**The SENCO and Headteacher are responsible for:**

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day 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 exams 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 exams according to the JCQ regulations

**Qualifications offered**

The qualifications offered at the School are decided by the Headteacher. The types of qualifications offered are;

- GCSE's
- Entry Level Certificates
- Functional Skills

The subjects offered for these qualifications in any academic year may be found in the School's published prospectus.

Informing the exams office of changes to a specification is the responsibility of the all teaching employees.

Decisions on whether a candidate should be entered for a particular subject will be taken by teachers in consultation with the Headteacher

**Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables at a specified date before each series begins.

**Entries, entry details and late entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Headteacher.

GCSE re-sits are allowed

Functional skills re-sits are allowed

Re-sit decisions will be made the Headteacher

### **Exam fees**

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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre

Late entry or amendment fees are paid by the centre

### **Equality Legislation**

All exam centre employees 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 that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the exams officer.

### **Access Arrangements**

The SENCO will inform subject teachers 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 Educational Psychologist.

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

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

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer.

### **Estimated grades**

Teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

### **Managing invigilators**

External employees will not be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Headteacher

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Headteacher. DBS fees for securing such clearance are paid by the centre.

Invigilators are recruited, timetabled, trained, and briefed by the exams officer.

### **Malpractice**

The head of centre in consultation with the exams officer is responsible for investigating suspected malpractice.

### **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 employees are responsible for setting up the allocated rooms, and will be advised of requirements 1-2 weeks in advance.

The Exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject teaching employees may be present at the start of the exam to assist with identification of candidates. Any employees present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Headteacher.

### **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the exams officer.

The centre's published 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.

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 Headteacher.

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

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

### **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 centre's Headteacher or exams officer that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

### **Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the teachers. The exams officer will inform employees of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

### **Results**

Candidates will receive individual results slips either in the post or in person at the centre.

Arrangements for the centre to be open on results days are made by the Headteacher and the provision of the necessary employee resource on results days is the responsibility of the Headteacher.

### **Enquiries about Results (EAR)**

EARs may be requested by centre employees or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the Headteacher.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer following the JCQ guidance.

### **Certificates**

Candidates will receive their certificates either via the Royal Mail postal service, by recorded delivery.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 4 years.

A new certificate will not be issued by an awarding organisation.



**Appendix A**

	<b>General roles</b>	<b>Access arrangements / special consideration roles</b>	<b>Invigilator / invigilation / malpractice roles</b>
<b>Possible role options for inclusion in policy (select as many as required)</b>	<ul style="list-style-type: none"> <li>• Head of centre</li> <li>• Vice principal</li> <li>• Deputy head</li> <li>• Heads of faculty</li> <li>• Heads of subject</li> <li>• Heads of department</li> <li>• Heads of curriculum</li> <li>• Head of key stage</li> <li>• Senior leadership team</li> <li>• Exams officer</li> <li>• SENCO</li> <li>• Subject teachers</li> <li>• Governors</li> <li>• Trustees</li> <li>• Candidate</li> <li>• Parent/carers</li> <li>• Other (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>• SENCo</li> <li>• ALS manager</li> <li>• Doctor</li> <li>• Pastoral teacher</li> <li>• Educational psychologist</li> <li>• Specialist teacher</li> <li>• Exams officer</li> <li>• Other (please specify)</li> </ul>	<ul style="list-style-type: none"> <li>• Exams officer</li> <li>• Centre administration</li> <li>• Support staff</li> <li>• Senior leaders</li> <li>• External staff</li> <li>• Agency employees</li> <li>• Head of centre</li> <li>• Senior leadership team</li> <li>• Senior Invigilator</li> <li>• Invigilator</li> <li>• Other (please specify)</li> </ul>