



# Exam Policy

	<b>TO BE REVIEWED BY GOVERNORS' TEACHING AND STANDARDS COMMITTEE</b>
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**Preamble:** Exams are a vital part of college life and place all those involved under additional stress. It is a team effort to ensure the exam period is calm, well organised and successful, placing students FIRST.

The purpose of this exam policy is:

- To ensure the management of exams follows all JCQs/Awarding Bodies guidelines
- 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 college leadership team and the exams officer.

## **1. Exam responsibilities**

Head of Centre (Anne Gregory, Head Teacher)

Overall responsibility for the 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 Officer (Karen Penfold)

Manages the administration of public and internal exams and communication of exam results:

- advises the college leadership team, subject and form 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 and procedures that will affect them
- provides and confirms detailed data on estimated entries

- receives, checks and stores securely all exam papers and completed scripts
- administers 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
- accounts for income and expenditures relating to all exam costs/charges
- line manages and organises 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 CLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- Support for the input of data.
- Posting of exam papers.

#### Hub Leaders

- Organisation of teaching and learning to ensure readiness for the examinations
- Communication of arrangements between staff and Exams Officer, students and Exams Officer.

#### Curriculum Leaders

- Organisation of external validation of courses at KS4 and 5 – communication with Exams Officer as necessary
- Preparation of internal PPE papers, to include instructions to Invigilators
- Confirmation of syllabus, QAN annually and any changes in the meantime
- Confirmation of the entries for their subjects including tiers
- Confirmation in writing of any subsequent changes to student exam entries to the Exams Officer.

#### Subject Teacher

Entry of students within set deadlines following instructions from Exams officer

To ensure that subject 'cash in' codes are entered at the time of completion of studies

Ensure access arrangements are used by students in lessons and PPEs

## Achievement Co-ordinators / Heads of Year

- Supporting role of communication to students and parents regarding examination procedures
- 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 – Curriculum Leaders
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer – subject teacher
- To ensure that subject cash in codes are entered at the time of completion of studies – subject teacher.

## Careers and Advice Officer

- Guidance and careers information. In partnership with Connexions and PSHE Co-ordinator.

## Teachers

- Submission of candidate names and level to Curriculum Leaders.

## SENCO & SEN Teacher

- Identification and testing of candidates' requirements for access arrangements - notification of access arrangements (as soon as possible after the start of the course)
- 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
- Adhere at all times to agreed systems and protocols to ensure calm efficient exam season
- 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
- Full compliance with rules and regulations related to the administration and participation in examinations
- It is the responsibility of candidates to ensure that they have all the equipment they require. The minimum requirement is; Black pens, pencils, rubber, sharpener, ruler, calculator where applicable. Other exams may require specialist equipment and it is the responsibility of the candidate to ensure they are aware of what those requirements are. Failure to bring the minimum equipment required will mean that candidates will not be allowed to sit internal examinations or tests. In these circumstances, students will be required to sit the exam during their own time after school.

## 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the headteacher, heads of sixth form and the college leadership team.

The statutory tests and qualifications offered are GCSE, A levels, OCR Nationals level 2 and 3, Cambridge technicals level 3 and Btec level 2 and 3 qualifications, ECDL and Functional Skills

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 **01/01/2017**.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

## 3. Exam seasons and timetables

### 3.1 Exam seasons

Internal exams are scheduled in November, December and January for KS4 & KS5 Pre Public Examinations (PPEs). All internal exams are held under external exam conditions as far as possible.

External exams are scheduled in November (GCSE resit opportunity for Mathematics and English), January (ICT Cambridge exams and GCSE resit opportunity for Science) and May/June.

### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed, giving plenty of notice to students to aid their preparation.

## **4. Entries, entry details, late entries and retakes**

### 4.1 Entries

Candidates are selected for their exam entries by the appropriate subject teacher.

Candidates, or parents, cannot request a subject entry, change of level or withdrawal without prior discussion with their subject teacher.

### 4.2 Late entries

Entry deadlines are circulated to staff via email/SharePoint and in person through regular meetings.

Late entries are authorised by Curriculum Leaders.

## **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 hubs.

Candidates or hubs 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. Results will be withheld until payment is received in full.

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

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 access arrangements and special considerations**

### 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 SENCO and 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, Exams officer and Head teacher (see separate policy).

The SENCO is supported by a trained Teaching Assistant with responsibility for the administration of exam concessions.

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

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

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

### 6.4 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 end of the examination season.

## **7. Estimated grades**

Estimated grades

The subject teacher will submit estimated grades to the exams officer when requested by the exams officer. See exam key dates document attached.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all external exams and where possible internal examinations.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Data Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration, with the support of the HR Officer.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the college.

### 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.

G4S are responsible for setting out and clearing away the exams rooms, in line with the instructions from the Exams Officer.

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

Hub Leaders and CLT may be present at the start of the exam to assist with identification of students and to settle them.

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 Curriculum Leaders at the end of the exam session.

## **9. Candidates, clash candidates**

### 9.1 Candidates

The college'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 college accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Initially the invigilator, then supported by administrative personnel are responsible for candidates who are late for their exams, or do not turn up at all.

### 9.2 Clash candidates

The Exams Officer will be responsible as necessary for communicating the arrangements with students, identifying escorts, identifying a secure venue and arranging overnight stays, if necessary.

## **10. Contingency Plan**

10.1 In the event that students are unable to take examinations due to the unavailability of the centre or another unforeseen event which affects a large number the Exams Officer will communicate with the awarding bodies, parent/carer and candidate to inform them of the procedure the college will follow. This will be determined by the advice given by the awarding body and fit within JCQ guidelines.

10.2 Should the crisis be such that the centre is unavailable the Exams Officer will inform the awarding body and where necessary find an alternative centre for students to sit their exam. This is likely to be use of Evington Leisure Centre, St Pauls or Judgemeanow Community College.

Where possible the college will open to candidates only so that exams can go ahead.

10.3 Disruption of the delivery of examination papers from the awarding bodies.

Should examination papers not arrive at the centre in time for the exam. Contact the awarding body to request a download of the paper, ensure the priority for reprographics is to print the papers.

Ensure the students are isolated in the event of a delayed start to the examination.

#### 10.4 Destruction of assessment / completed scripts

In the event of large-scale damage to or destruction of completed examination papers or assessment material, the examination officer will contact the relevant awarding body for guidance. This guidance will then be communicated to candidates and parents /carers.

#### 10.5 Centre is unable to distribute results as normal

In the event of ICT failure, the examinations officer will find an alternative venue to access the results files.

In the event of results not being received from the awarding body the examinations officer will contact them to find an alternative way to download the results.

## **11. Controlled Assessment and Coursework and appeals against internal assessments**

### 11.1 Coursework / Controlled Assessment (refer to Controlled Assessment Policy Attached)

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

Subject teachers and IVs (internal verifiers) will ensure all coursework / controlled assessment is 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 subject teachers.

### 11.2 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

- 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.

## **12. Results, enquiries about results (EARs) and access to scripts (ATS)**

### 12.1 Results

Candidates will receive individual results slips on results days in person at the centre. Results are available from 9.00am – 12.00 noon

Arrangements for the school to be open on results days are made by the exams office.

The provision of staff on results days is the responsibility of the Exams officer.

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12.

### 12.2 EARs (Enquiries about Results)

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

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)

### 12.3 ATS (Access to Scripts)

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 officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the college's expense.

College 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.

### **13. Certificates**

Certificates are to be collected by the Candidate or a nominee with written permission.

Certificates may not be collected on behalf of a candidate by a third party unless written permission is received.

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 one year at which point unclaimed certificates will be destroyed and a list of these will be kept by the exams officer for 5 years.