

# Examination Policy 2020



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## The 11-16 Exam Policy:

### **The Policy Purpose:**

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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of School, senior leadership team, Exams officer and Proprietor.

### **Exam Responsibilities:**

Having overall responsibility for the school as an exam centre, the head of centre:

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

### **Exams Office Manager / Exams Officer:**

- Manages the administration of public and internal exams.
- 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 awarding bodies.
- 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/controlled assessments are 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.
- Administers access arrangements and makes emergency applications for special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- 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.

**Teachers are responsible for:**

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submitting candidates' coursework/controlled assessment marks, tracking despatches and storing returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.
- Submission of candidates' names to exams officer.

**The SEN Coordinator SENCo is responsible for:**

- Identification and testing of candidates, requirements for access arrangements.
- Applying for special consideration using the JCQ publications access arrangements, reasonable adjustments and special consideration.
- 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 are responsible for:**

- 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 are responsible for:**

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

## Qualifications:

**Qualifications Offered:**

The qualifications offered at this centre are decided by the Senior Leadership Team in consultation with subject leaders.

The qualifications offered are GCSE and equivalent and Entry level.

Informing the exams office of changes to a specification is the responsibility of the subject leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, SENCo and Subject teachers.

## Exam Series & Timetable:

### **Exam Seasons:**

Internal exams are scheduled throughout the year.

External exams and assessments are scheduled primarily in May and June however, these may be scheduled at any time if required.

Mock Exams are held under external exam conditions. Internal school exams are not held under exam conditions.

The Head of School, SLT and subject leaders decide which exam series are used in the centre.

A separate calendar is produced for the timings of controlled assessments.

### **Timetable:**

Once confirmed, the exams officer will circulate the exam timetable for internal exams and external exams.

## Entries, Entry Details & Late Entries:

Candidates are selected for their exam entries by the Subject teachers.

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

The centre does accept entries from external candidates.

The centre does act as an exam centre for other organisations.

Entry deadlines are circulated to Subject Leaders via Email and Internal post/pigeon hole.

Late entries are authorised by Senior Leadership Team and Exams officer.

GCSE retakes are allowed.

Re-sit decisions will be made in consultation with candidates, subject teachers, Exams Officer and Head of School.

## Exam Fees:

A 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.

Exam fees are paid by the school.



Late entry or amendment fees are paid by the departments if the deadlines are not met.

Re-sit fees are paid by the school if requested by the school staff who can fully justify the reason for the re-sit.

Re-sit fees may be requested from the parent or carer of any student where the request for a re-sit has been made by the parent or carer and the school believes the re-sit isn't necessary or would not be of any benefit to the student concerned.

### Disability Discrimination Act:

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership Team, Exams Officer and SENCo.

### Access Arrangements:

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.

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.

### Contingency Planning:

Contingency planning for exams administration is the responsibility of the exams officer.

### Estimated Grades:

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

## Managing Invigilators:

External staff are not used to invigilate examinations.

Invigilators will be used for Internal and External exams.

Delegation of invigilators is the responsibility of the Exams office.

Invigilators are timetabled and briefed by the exams officer.

## Malpractice:

The Head of School 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.

The exams officer is responsible for setting up the allocated rooms.

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

A subject staff member may be present before the start of the exam to assist with identification of candidates but must not communicate with candidates or advise on which questions or sections to be attempted.

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 subject teachers by the exams officer at the end of the exam session.

## Candidates:

The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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. Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within three working days of the exam, for example by providing 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 working days of the exam.

## Internal Assessments & Appeals:

### **Internal assessment replaces the largely discontinued term coursework**

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

### **Marks and Appeals:**

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers.

Appeals against internal assessments must be made by the last day in June.

### **Appeals Against Internal Assessments:**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

## Results:

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

Candidates will receive individual result slips on results days, either in person at the school or by post to their home addresses.

Arrangements for the centre to be open on results days are made by the Exams officer.

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



**EARs:**

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

If a result is queried, the exams officer, teaching staff and head of school will investigate the feasibility of asking for a re-mark at the school's expense.

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.

**ATS:**

After the release of results, candidates may ask subject staff to request the return of papers within three working days for scrutiny of the results.

School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

**Please note GCSE re-marks cannot be applied for once a script has been returned.**

**Certificates:**

Certificates are presented in person.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The school retains certificates for two years.