

The AIn Community Schools Federation

Applicable to The Duchess's Community High School

Policy – Examination 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 every two years.

This exam policy will be reviewed by the exams team and approved by head of centre, senior leadership team and the governing body.

1. Exam responsibilities

Head of centre / principal

Overall responsibility for the school/college as an exam centre:

- 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 and Data Manager / Exams officer

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

- advises on appeals and re-marks
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables 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 that will affect them
- consults with teaching staff to ensure that necessary coursework 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
- administers access arrangements in conjunction with the SEND staff 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 the invigilators
- recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- arrange 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.

Assistant head / DOL

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Heads of department

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

Head of careers

- Guidance and careers information.

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.

Invigilators

- Attend training, updates, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- 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.

Administrative staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials, fill in the exams log book when signed for parcels arrive.
- Posting of exam papers.
- Supporting the exams officer and invigilation staff by contacting missing students during exam sessions.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of department.

The statutory tests and qualifications offered are GCSE, A levels, AS levels BTEC and Cambridge Technicals. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

At key stage 4

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

At post-16

It is expected that AS /A2 modules or vocational qualifications will be completed.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November, January, May and June. There are also on demand tests for BTEC which may be scheduled in February. Which exam series are used in the centre is decided by the head of centre and the heads of subject.

3.2 Timetables

The exams officer will circulate the exam timetables for external 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 subject and the heads of department.

A candidate or parent/carer can discuss with subject teachers a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates unless they are past students and wish to improve upon their grades. Subjects must be written exams and any other arrangements must be agreed upon before entries are accepted.

4.2 Late entries

Entry deadlines are circulated to heads of department via email. Late entries are authorised by heads of subject and exams officer.

4.3 Retakes

Retake decisions will be made in consultation with the candidates and the heads of department.
(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 centre.

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 for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

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 Equality Act 2010 special needs and access arrangements

6.1 The Equality Act 2010 *The centre agrees to...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written Disability policy setting out how the centre seeks to comply with the Equality Act 2010 and fully supporting disabled candidates must be available for inspection purposes.*

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.

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 SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

7. Estimated entries

Estimated entries

The exams officer will use information from the Exams and Data Manager to submit estimated entries to exam boards who require this information.

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 office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are trained, timetabled and briefed by the exams office.

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 management is responsible for setting up the allocated rooms.

The invigilators will start all exams in accordance with JCQ guidelines.

Subject staff must be present at the start of the exam to assist with identification of candidates but must not advise on which questions are 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 heads of department at the end of the exam session and once released by the exams officer, no exam papers are to be taken direct from the exam venue.

9. Emergency Evacuation

The candidates must be told to stop writing and stay in silence a note of the time and length of the interruption must be taken.

Invigilators should use good judgement to decide if the school is being evacuated. The exams staff will advise as soon as possible in an emergency.

In the event of an emergency, the invigilator will collect the attendance register and all pupils must be escorted and supervised to the assembly point which is in the lower MUGA separate to main school students, silence must be maintained.

10. Candidates, clash candidates and special consideration

10.1 Candidates

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.

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.

Office staff in consultation with the exams 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.

10.2 Clash candidates

The exams officer will be responsible as necessary for identifying and dealing with clash candidates, identifying a secure venue and arranging overnight stays if necessary.

10.3 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 if required.

The exams officer will then go on to the relevant awarding body website within seven days of the candidate's last exam and complete the online application form.

11. Coursework and appeals against internal assessments

11.1 Coursework

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

Heads of department will ensure all coursework is ready for despatch at the correct time and the office/department head 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.

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. If they are not collected they will be posted to their home address.

Arrangements for the school 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 Exams officer.

12.2 Enquiries About Results

Candidates/centre staff are responsible for reading post results information distributed by the exams officer before proceeding with EAR applications.

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 Access to Scripts

After the release of results, candidates may request and pay for the return of their exam papers.

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 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. Re-marks cannot be applied for once an original script application has been made.

13. Certificates

Certificates are available approximately 5 months after the exam session

If collected in school, they must be signed for. If they are posted out, it must be by recorded delivery and information kept.

Certificates may be collected on behalf of a candidate by a third party, they must provide authorisation from the candidate to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year.

Head of centre Mr M Hall

Exams and Data Manager Mrs K Mears

Exams officer and Data Administrator Mrs J Lee

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