



# **EXAM POLICY**

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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 every two years.

The exam policy will be reviewed by the Exams officer.

### Exam responsibilities

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 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 applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges

- line manages the exam invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment work 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 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).
- Submission of candidates' names to heads of department/school/curriculum.
- CL's need to be present at the start of every exam in their subject area. *(Please liaise with the cover manager if cover is needed).*

The Sen Coordinator SENCo is responsible for:

- 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 are responsible for:

- Ensure JCQ notices and clocks are displayed
- Labelling of Exam desks in accordance with the seating plans
- Collection of exam papers and other material from the exams office before the start of the exam.
- Distribute/Collection of all exam papers in the correct order at the beginning/end of the exam and their return to the exams office.

Candidates are responsible for:

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

## Qualifications

### Qualifications offered

The qualifications offered at this centre are decided by Senior Leadership Team and approved by the Headteacher/Governors.

The qualifications offered at this centre are GCSE and IGCSE.

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 specification from the previous year, the exams office must be informed by the end of June.

Informing the exams office of changes to a specification is the responsibility of the Curriculum Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates and the Curriculum Leader and SLT.

## Exam series and timetables

### Exam seasons

Internal exams are carried out in November and June and assessments are carried out throughout the academic year.

External exams and assessments are scheduled for June.

Internal exams held in our centre will be under external exam conditions.

The Head of centre and Curriculum Leader decides which exam series are used in the centre.

Assessments are not offered on an on-demand basis.

### Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal and External exams.

## Entries, entry details and late entries

### Entries, entry details and late entries

Candidates are selected for their exam entries by Curriculum Leaders.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. This would be subject to SLT approval at DHT level or above.

The centre does not receive entries from external candidates.

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

Entry deadlines are circulated to heads of department via Email, Notice board and Internal post/pigeon hole.

Late entries are authorised by Head of centre and Exams officer.

GCSE re-sits are allowed. Curriculum Leader to consult with candidate and Head of Centre.

Re-sit decisions will be made in consultation with Candidates and Heads of curriculum.

## Exam fees

### 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.

Exam fees are paid by by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre, unless it is a request from parents that is not supported by the Curriculum Leader/Head of Centre.

## The Equality Act

All exam centre staff must ensure that meet the requirements of the Equality 2010.

The Act incorporates measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the Act if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.

### **Access arrangements**

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo.

Making access 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 with assistance from the exams officer.

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.

### **Overseas students**

Managing overseas students is the responsibility of the Curriculum Leaders.

### **Contingency planning**

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

Additional key holders are in place and another member of the support staff team would oversee the exam administration with support from SLT and Exam Invigilators who are all fully trained on the running of the exam process.

## **Private candidates**

Managing private candidate's is the responsibility of the Exams Officer. We do not except Private Candidates at this centre.

## **Estimated grades**

### **Estimated grades**

Curriculum Leaders are responsible for submitting estimated grades for candidates on request from the exams officer. The exams officer will submit this information to the exams board.

## **Managing invigilators**

### **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Exams officer and Business Manager.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Business Manager and Personnel Officer.

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

Invigilators are timetabled and briefed by the exams officer.

Invigilators rates of pay are set by the Business Manager in accordance with school policy.

### **Malpractice**

The Head of centre is responsible for investigating suspected malpractice and report in accordance to the JCQ guidelines.

## **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 invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections 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.

A relevant subject teacher/curriculum leader may be available to read out any subject-specific instructions and start the exam, if required.

## **Candidates**

### **Candidates**

The centre'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 an invigilator at all times.

The Exams Officer in consultation with the Head of Centre 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 in consultation with the Head of Centre.

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 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 days of the exam.

## Internal assessments and appeals

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

It is the duty of the Curriculum Leaders 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 Curriculum Leaders.

### **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, in person at the centre.

Arrangements for the centre 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.

## **EARs**

EARs may be requested by centre 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 centre will investigate the feasibility of asking for a re-mark at the centre'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 days' scrutiny of the results.

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.

## **Certificates**

### **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 centre retains certificates for One year.

Head of Centre: Mrs E Brett

Exams Officer: Miss J Fenner