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# Exam 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 annually. This exam policy will be reviewed by the exams officer.

## **1. Exam responsibilities**

### **Head Teacher**

Overall responsibility for the Centre as an exam centre:

- advises on appeals and re-marks
- Head Teacher is responsible for reporting all suspicions or actual incidents of malpractice.

### **Exams officer**

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

- 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 exam boards
- Oversees the production and distribution to staff, 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 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 appropriate *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Identifies and manages exam timetable clashes
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Ensures invigilation training is undertaken by all staff before the start of the exam season

### **Assistant Head**

- Organisation of teaching and learning.
- Line management of Exams Officer

## Curriculum Coordinators

- 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.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams boards.

## All Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to Curriculum Coordinators.

## 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, IT equipment — to help candidates achieve their course aims.

## Invigilators

- Invigilator training to be undertaken
- Collection of exam papers and other material from the exams officer 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 officer.

## Candidates

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

## **2. The tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by subject co-ordinators and SMT

At key stage 4

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

## **3. Entries, entry details and late entries**

### **3.1 Entries**

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

Candidates, or parents/carers, can request change of level or withdrawal, although they will be given professional advice.

The centre does not accept entries from external candidates.

### **3.2**

Late entries are authorised by the SMT.

## **4. Exam fees**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by the centre.

## **5. The Disability Discrimination Act (DDA), special needs and access arrangements**

### **5.1 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.

### **5.2 Special needs**

A candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher.

The **SEND**CO 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 SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

### **5.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO, subject coordinator 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.

## **6. Estimated grades**

Estimated grades

The subject coordinators will submit estimated grades to the exams officer when requested by the exams officer.

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

### **7.1 Managing invigilators**

Internal invigilators will be used for external exams.

### **7.2 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.

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 teachers at the end of the exam session.

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

## **8. Candidates, clash candidates and special consideration**

### **8.1 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 board 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.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with board guidelines.

### **8.2 Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **8.3 Special consideration**

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 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.

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

### **10.1 Results**

Candidates will receive individual results slips on results days either in person at the centre 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 Head Teacher..

### **10.2 EARs**

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

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 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.

### 10.3 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.

## 11. Certificates

Certificates are presented in person or posted.

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

Replacement certificates are only issued if a candidate agrees to pay the costs incurred. The centre retains certificates for two years.

## Appeals Against Internal Assessment Of Work For External Qualifications

The Centre is committed to ensuring that whenever its staff assess the work of candidates for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

The work of candidates should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

Note that appeals may only be made against the process that led to the assessment, and not against the mark or grade.

If a pupil has concerns about the **process** used in assessing internally marked work for public exams, they should in the first instance talk to the Subject Co-ordinator. This will hopefully resolve the situation but if not, the following stages should be observed.

### The Appeals Procedure

1. The parent or guardian of the candidate, but not the candidate acting alone, must write to the Head Teacher. The application must be made as soon as the circumstances become known and always before the date of the first written paper of the examination.

2. The Head Teacher and another experienced member of the teaching staff, not directly involved in the assessment in question, will conduct the appeal. If the Head Teacher was directly involved in the assessment in question, or is otherwise unable to investigate, the Education Centre will appoint another Senior Manager in his/her place.
3. The Teachers who conduct the appeal will decide whether the procedures used from the internal assessment conformed to the requirements of the awarding body and the QCA code of practice.
4. The outcome of the appeal will be reported in writing to the parents or carer of the candidate before the last written paper of the examination series. Any changes made to the assessment of the work, any changes made to improve the Centre's application of procedures and any correspondence with the awarding body will also be reported.
5. The outcome of the appeal will be logged as a complaint under the Centre's complaint procedure. The Centre will notify the awarding body of any outcome of the appeal that has implications for the conduct of the examination or the issues of results. A written record of the appeal will be kept and must be made available to the awarding body at their request.

### **Notes**

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. That is outside the control of the Centre and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.