



## EXAMINATIONS POLICY

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## **THE 11-19 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.

### **Exam Responsibilities**

The head of centre has overall responsibility for the school as an exam centre and as such is responsible for reporting all suspicions or actual incidents of malpractice as per the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

The exams officer manages the administration of external and internal exams and is responsible for:

- Advising the senior leadership team (SLT), directors of study, heads of subject, teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Overseeing the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events.
- Ensuring that candidates and their parents/guardians are informed of and understand those aspects of the exam timetable that will affect them.
- Consulting with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines.
- Providing and confirming detailed data on estimated entries.
- Maintaining systems and processes to support the timely entry of candidates for their exams.
- Receiving, checking and storing securely all exams papers and completed scripts.
- Administering access arrangements and making applications for special consideration as per the JCQ document 'Access Arrangements, Reasonable Adjustments and Special Consideration'.
- Identifying and managing exam timetable clashes.
- Accounting for income and expenditures relating to all exam costs/charges.
- Line managing and organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.

- Submitting candidates' controlled assessment marks, tracking despatch, overseeing the return of controlled assessments and any other material to relevant departments.
- Arranging for the dissemination of exam results and certificates to candidates and handling any appeals/re-mark requests.

Teachers are responsible for:

- Notification of possible access arrangement requirements to the SENCO as soon as possible after the start of the course.
- Submission of candidates' entries to heads of subject.

The SENCO is responsible for:

- Identification and testing of candidates for access arrangements and notifying the exams officer of these candidates.
- Liaising with the exams officer to provide additional support for these candidates during exams.

Candidates are responsible for:

- Confirmation of entries.
- Understanding controlled assessment regulations and signed a declaration that authenticates the controlled assessment as their own.

## **ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

Candidates are selected for their exam entries by their teacher with confirmation by the head of subject. Candidates or parents/guardians can request a subject entry, change of level or withdrawal which should be approved by the head of subject.

Entry deadlines are circulated by the exams officer to heads of subject via email.

Late entries are authorised by the exams officer and may be subject to a penalty fee.

GCSE re-takes in Maths and English for post 16 students are allowed.

Re-sit decisions will be made in consultation with candidates, subject teachers and the exams officer.

## **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.

GCSE and A Level exam entry fees are paid by the Centre. Late entry or amendment fees are paid by the relevant department and re-sit fees are paid by the candidate.

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 controlled assessment requirements without medical evidence or evidence of other mitigating circumstances.

## **THE EQUALITY ACT 2010**

### **The Equality Act**

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

The Equality Act's definition of disability is usually considered cumulatively in terms of:

- Identifying a physical or mental impairment.
- Looking into adverse effects and assessing which are substantial.
- Considering if substantial adverse effects are long term.
- Judging the impact of long term adverse effects on normal day to day activities.

The clear starting point in the statutory guidance is that disability means 'limitations going beyond the normal differences in ability which may exist among people'.

The centre will meet the disability provision under the Equality Act by ensuring that the exams centre is accessible and gives all candidates an equal opportunity to perform to the best of their abilities. 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. The SENCO will 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 an educational psychologist/specialist teacher.

Submitting completed access arrangement applications to the awarding bodies and making access arrangements for candidates to take exams is the responsibility of the exams officer.

Rooming, invigilation and support for access arrangement candidates will be organised by the exams officer in consultation with the SENCO.

## **MANAGING INVIGILATORS**

External staff are used to invigilate external and internal examinations. Recruitment of invigilators is the responsibility of the exams officer in consultation with the Human Resources Manager and the school's Business Manager.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR manager.

Invigilators are timetabled and briefed by the Exams officer and their rate of pay is set by the centre.

## **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 invigilators.

Site management is responsible for setting up the allocated rooms as per the exams officer's requirements.

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

Subject staff may be present before the start of the exam to assist with identification and seating of candidates but must not be present in the exam room once the candidates are seated. 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 subject by the exams officer once all the papers from that exam have been packaged up ready for despatch.

## **CANDIDATES**

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phone 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. 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 days.

### **Clash Candidates**

The exams officer will identify any candidates with exam clashes and liaise with them regarding arrangements made to accommodate these clashes. The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special Consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be 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 3 days of the exam, for example by providing a letter from the candidate's doctor.

The exams officer will then complete a special consideration form online and send to the relevant awarding body before the required deadline.

## **INTERNAL ASSESSMENTS AND APPEALS**

It is the duty of heads of subject to ensure that all internal assessments are 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 sent.

Marks for all internally assessed work are provided by the heads of subject either to the exams officer or directly to the awarding body.

### **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 results slips on results days, either in person at the centre or by post to their home address (candidates to provide a self-addressed envelope).

Arrangements for the centre to be open on results days and the provision of staff for those days are the responsibility of the Head of centre.

### **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 candidate's written 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 they will be charged.

### **ATS**

After the release of results candidates may ask subject staff to request the return of papers within the official deadline of the awarding bodies. Centre staff may also request scripts for investigation or for teaching purposes. The candidate's written consent is required before requesting scripts. GCSE re-marks cannot be applied for once a script has been returned.

## **CERTIFICATES**

Certificates are collected and signed for. Candidates are notified when certificates will be available for collection on results day and on the school's website. 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 from the date of receipt after which they are posted to the candidate's last known address.

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Head of Centre

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Date