
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*
- ✦ *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 by the Head of Centre, Deputy Headteacher, Exams Officer.*
-

EXAM RESPONSIBILITIES

Head of centre

- ✦ Overall responsibility for the school/college as an exam centre.

Exams office

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, 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 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, organising the 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
- ✦ submits candidates' coursework marks, controlled assessment marks, tracks despatch and stores returned coursework 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;
- ✦ all re-marks are to be signed off by the 1st Deputy Headteacher before they are sent to Exam Board;
- ✦ advises on appeals and re-marks
- ✦ the exams office is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- ✦ Maintains systems and processes to support the timely entry of candidates for their exams.

Heads of department

- ✦ 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.
- ✦ Carry out controlled assessments according to the guidelines set out in the JCQ document *Instructions for conducting controlled assessments*.
- ✦ Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

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.

Lead invigilator/invigilators

- ✦ 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 for the input of data.
- ✦ Posting of exam papers.

THE STATUTORY TESTS AND QUALIFICATIONS OFFERED.

- ✦ The statutory tests and qualifications offered at this centre are decided by the heads of subject and the heads of department.
- ✦ The statutory tests and qualifications offered are GCSE, BTEC, Nationals, Adult Literacy and Numeracy, AS levels and A levels.
- ✦ If there has been a change of syllabus from the previous year, the exams office must be informed during September.

At Key Stage 3

- ✦ All candidates will be assessed at the end of KS3 in English, Mathematics and Science. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

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 modules will be completed during year 12 and A2 modules will be completed during year 13.

EXAM SEASONS AND TIMETABLES

Exam seasons

- ✦ Internal exams are scheduled in December, May, June and July.
- ✦ External exams are scheduled in November, January, March and June.
- ✦ All internal exams are held under external exam conditions.

Timetables

- ✦ The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

The initial entry for an exam is paid for by the school.

Whether a child is entered for a Foundation or Higher Paper is at the discretion of the school.

However, should your child fail to attend an exam / retake, the school reserves the right to charge for any subsequent entries in that exam course.

The parents / carers will be asked to pay in advance for their child to take / retake the exam, and on confirmation of their child sitting and completing the exam, the fee paid will be refunded.

It should be noted that if your child does not sit the exam as planned, it could waste 2 years of their work as it would be logged as a 'fail' or they could be withdrawn from that exam.

If the school is advised that the child cannot attend due to illness / medical reasons, the school will need written medical evidence (letter / certificate) from the GP / hospital.

Entries

- ✦ Candidates are selected for their exam entries by the heads of department and the subject teachers.
- ✦ A candidate or parent/carer can request a subject entry, change of level or withdrawal.
- ✦ An EAL student may be entered for their first language exam in Year 10 or 11 and the cost of entry will be met by the school. If they wish to sit this exam earlier than Year 10, the cost of entry must be met by the candidate.
- ✦ The centre does not accept entries from external candidates.

Late entries

- ✦ Entry deadlines are circulated to heads of department via email and post.
- ✦ Late entries are authorised by heads of department and need to be signed off by the 1st Deputy Headteacher.
- ✦ Entries on the day of exam or changes on the day, will be charged to the department.
- ✦ Exams Office must be informed of all BTEC entries for the current academic year by 31 October. Late BTEC entries will be charged to the departments

Retakes

- ✦ Retake decisions will be made in consultation with the candidates and the heads of faculty. (See also section 5: Exam fees)

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 departments.
- ✦ 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 may 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 at AS and A2 Level. (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])

THE DISABILITY DISCRIMINATION ACT (DDA), SPECIAL NEEDS AND ACCESS ARRANGEMENTS

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.

Special needs

A candidate's special needs requirements are determined by the SENCO.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the 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 SENCO with the exams officer.
- ✦ Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

ESTIMATED GRADES

Estimated / Forecast grades

- ✦ The heads of subject will submit estimated / forecast grades to the exams officer when requested by the exams officer.

MANAGING INVIGILATORS AND EXAM DAYS

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 timetabled and briefed by the exams office.
- ✦ Invigilators' rates of pay are set by the centre administration.

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 lead 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 are to be attempted. Subject teachers may act as invigilators provided they are not the sole invigilator for an examination in the subject that they have taught to the students. They would be required to carry out the normal duties of an invigilator. They would be barred, however, from giving advice to, or making comments on the work of candidates.
- ✦ 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/faculty at the end of the exam session, once all scripts have been despatched.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

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.
- ✦ 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 JCQ guidelines.**

Clash candidates

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

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.
- ✦ The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

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 exams officer 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 subject teachers.

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.

RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)

Results

- ✦ Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses.
- ✦ 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 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.
- ✦ 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)

ATS

- ✦ After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- ✦ 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. The consent of candidates must be obtained.
- ✦ 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 are collected and signed for.
- ✦ Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- ✦ The centre retains certificates indefinitely.