



# EXAMINATIONS POLICY

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## Contents

- a. The 11-19 Examination Policy
- b. Qualifications
- c. Exam Series and Timetables
- d. Entries, Entry Details and Late Entries
- e. Examination Fees
- f. Disability Discrimination Act
- g. Estimated Grades
- h. Managing Invigilators
- i. Candidates
- j. Internal Assessments and Appeals
- k. Results
- l. Certificates

### a. The 11-19 Examination Policy

## The policy purpose

The purpose of this exam policy is:

- to ensure that 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 annually by the Deputy Head and Exams officer.

## Examination Responsibilities

### Principal



## **EXAMINATIONS POLICY**

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- Final decision on appeals and malpractice rests with Head of Centre.

### **Deputy Principal**

- Organises teaching and learning;
- Manages external validation of courses followed at key stage 4/post-16.

### **Assistant Principal**

- Strategic oversight of examination system;
- Line management of the Senior Examinations Officer;
- Examination briefings in student assemblies;
- Liaison with exams officer on issues of malpractice in examinations.

### **Exams Officer**

- Manages the administration of public and internal exams;
- line management of assistant Examinations Officer;
- 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 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;
- identifies and manages exam timetable clashes;
- liaises with Business Manager for income / expenditures relating to exam costs/charges;
- manages the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- submits candidates' coursework 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;
- maintains systems and processes to support timely entry of candidates for exams.

### **Teachers are responsible for:**

- Notification of access arrangements requirements (as soon as possible after the start of the course);



## EXAMINATIONS POLICY

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- Submission of candidates' names to heads of department/school/curriculum.

### The SEN Coordinator (SENCo) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Processing online applications in accordance with JCQ for all candidates requiring access arrangements.
- Allocating staff (TA) to students for exams as identified by the Exams Officer on production of student timetables.
- 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:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Completion of attendance registers for main exam room.
- Recording any incidents occurring during the exam in the 'Incident Log Book'
- Collection of all exam papers in the correct order at the 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.

## b. Qualifications

- The qualifications offered at this centre are decided by the Head of Centre, Heads of Department and the Senior Leadership Team.
- The qualifications offered are GCE, Functional skills, GCSE and BTEC, OCR National and ECDL.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is to be a change of specification from the previous year, the exams office must be informed by the end of June in the previous year.
- Informing the exams office of changes to a specification is the responsibility of the Head of Department or Head of Subject.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates' parents/carers, Head of Department or Head of Year.



## EXAMINATIONS POLICY

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### c. Examination Series and Timetables

- Internal exams and assessments are scheduled in December and July.
- External exams and assessments are scheduled in November, January, March, May and June.
- Internal exams are held under external exam conditions, even if conducted in classrooms.
- The Heads of Subject and Departments decide which exam series are used in the centre.
- On-demand assessments are scheduled in agreement with the exams officer.
- Once confirmed, the exams officer will circulate timetables for internal and external examinations.

### d. Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by the Heads of department, Heads of Subject and Subject Teachers.
- Candidates or their parents/carers may request a subject entry, change of level or withdrawal.
- The centre accepts external entries from former candidates only.
- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Heads of Department via e-mail, notice board and briefing meeting.
- Late entries are authorised by Heads of Subject, Heads of Department and Exam officer.
- GCSE re-sits are allowed.
- AS level re-sits are allowed as required to maximise performance, although the cost of any taken during Year 13 must be met by the candidate.
- Under normal circumstances, one A2 re-sit is allowed.
- Re-sit decisions will be made in consultation with Candidates, Subject Teachers, Head of Post-16, Heads of Subject and Heads of Department.

### e. 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 entry exam fees are paid by the Centre.
- AS entry exam fees are paid by the Centre, except for those taken during Year 13.
- A2 entry exam fees are paid by the Centre.



## EXAMINATIONS POLICY

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- Late entry or amendment fees are paid by the Departments
- Re-sit fees are paid by the Centre apart from AS-level re-sits taken during Year 13.
- Private candidates' exam fees are paid for 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 or do not meet the necessary coursework requirements, without medical evidence or evidence of other mitigating circumstances.

### f. Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced 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 DDA 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.

To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and SENCo.

### Access arrangements

- The SENCo will inform the Senior Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer 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 Specialist Teacher within centre.
- Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.
- Rooming for access arrangement candidates is arranged by the Exams officer.
- Invigilation with be arrangement by the Exams Officer and support for access arrangement candidates will be organised by the SENCo



## **EXAMINATIONS POLICY**

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### **Overseas students**

Managing overseas students is the responsibility of the Senior Leadership team.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Senior Leadership team.

### **Private candidates**

The management of private candidates is the responsibility of the candidate, although Exams Officer will liaise with the Head of Department as required.

#### **g. Estimated Grades**

Heads of Department and Heads of Subject are responsible for submitting estimated grades to the exams officer when requested by the exams officer

#### **h. Managing Invigilators**

### **Managing invigilators**

External staff are used to invigilate internal and external examinations.

Recruitment of invigilators is the responsibility of the Exams office.

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

DBS 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.

### **Malpractice**

The Senior Leadership Team is responsible for investigating suspected malpractice.

### **Exam days**



## **EXAMINATIONS POLICY**

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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.

The site management team are responsible for setting up the allocated rooms.

The Senior Exams Officer/Deputy Exams Officer will start all exams in accordance with JCQ guidelines.

Pastoral Support Managers may be present at the start of the exam to assist with identification of candidates.

In practical exams subject teachers should be on hand to resolve any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to heads of department the day after the exam.

### **i. Candidates**

The centre's published rules on the acceptable dress, behaviour and use of mobile phones or other electronic devices by candidates 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 for a genuine purpose and must 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 day or afterwards.

### **Clash candidates**

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 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.



## EXAMINATIONS POLICY

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

### j. Internal Assessments and Appeals

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

- It is the duty of Heads of Department 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 for all internally assessed work and estimated grades are provided to the exams office by the Heads of Subject / Department.

#### Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office and school website

### k. Results

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

- Candidates will receive a Statement of Results on results days, either in person at the centre or by post to their home addresses, candidates to provide self-addressed envelope.
- All results will be emailed before midday on the day of issue to the candidate's school email.
- 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 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 candidate's consent is required before any EAR is requested.





## EXAMINATIONS POLICY

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- 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/candidate'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.

### APPEALS

#### Stage 1 Appeals

- Head of Centre or Private Candidate should submit a request in writing to the relevant Exam Board for a Stage 1 Appeal. Appeals are to be made within two calendar weeks of receiving the outcome of the enquiry about results.
- Appeals should be submitted in accordance with the JCQ 'A guide to the awarding bodies' appeals processes'. Reference to the *Code of Practice* issued by Ofqual should be used.

#### Stage 2 Appeals

- If the Head of Centre or Private Candidate remains dissatisfied with the outcome of the Stage 1 Appeal, a written request (using JCQ/APP 1) for a Stage 2 Appeal should be sent to the relevant awarding body.
- A request for Stage 2 Appeal must be made within two calendar weeks of receipt of the Stage 1 Appeal outcome letter. (This time scale does not make allowance for the time the centre may be closed for holidays.)
- Stage 2 Appeals process will involve an Appeals Hearing. Awarding bodies convene a panel of 3 or 4 people not directly employed by them.
- The hearing will complete the awarding body's internal appeals procedure and no further appeals within the awarding body will be accepted.

#### Appeals to EAB

- If the Appellant remains dissatisfied with the Stage 2 outcome, they may appeal to the Examinations Appeals Board (EAB), an independent Body.
- Appeals to the EAB must be submitted within three weeks of receipt of the draft report on the Stage 2 Appeal.

### ACCESS TO SCRIPTS

- After the release of results, candidates may ask the Exams Officer to request the return of papers. This will be processed once full payment has been received.



## EXAMINATIONS POLICY

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- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Students and Departments may request a 'Review of Moderation' for script(s). A signed consent form and payment must be received before processing.
- GCSE re-marks cannot be applied for once a script has been returned.

### I. Certificates

#### Certificates

- Certificates are presented in person and signed for; they may be collected on behalf of a candidate by third parties who present authorisation from the candidate.
- The centre retains certificates for two years.

Date: 1<sup>st</sup> October 2016

The policy is next due for review on: 1<sup>st</sup> October 2018