



# **EXAM POLICY**

**September 2018**

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**Head of Centre: Ms Karen Lockett**

**Review Date:       Annually**

## **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 annually.

The exam policy will be reviewed by the Senior Leadership Team and Exams Officer.

### **Exam responsibilities**

The Exams Officer is responsible for:

Manage 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
- Ensure that candidates and their parents are informed of and understand those aspects of the exam timetable which 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 regarding estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and make 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 expenditure relating to all exam costs/charges.
- Recruits, trains and monitors a team of exam 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 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.

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.

Lead Invigilator/Invigilators are responsible for:

- Collection of exam papers and other material from the exam store before the start of each exam.
- 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.

## **Qualifications**

### **Qualifications offered**

The qualifications offered at this centre are decided by the Heads of Department and Senior Leadership Team.

The qualifications currently offered are: GCE, GCSE and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centres published prospectus for that year. If there has been a change of syllabus from the previous year the exams office must be informed by the beginning of the new term in September.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken into consultation with the candidates and subject teachers.

## **Exam Series and Timetables**

### **Exams Seasons**

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in November, May and June.

Internal exams may be held under external exam conditions.

On-demand tests are to be scheduled in agreement with the EO is the policy for offering on-demand testing.

### **Timetable**

Once confirmed, the Exams officer will circulate the exam timetable for external exams.

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

Candidates are selected for their exam entries by the Head of Department.

Candidates or parents/carers cannot request a subject change, change of level or withdrawal.

The centre does not accept 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 and internal post/pigeonhole.

Late entries are authorised by Heads of Department.

Re-sit decisions will be made in consultation with subject teachers, Head of Centre and Heads of Department.

### **Exam Fees**

Candidates or departments will not be charged for changes of tier or 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.

A2 entry fees are paid by the centre.

BTEC fees are paid by the centre.

Late entry or late amendment fees are paid by the departments or candidates.

Fee reimbursements are not 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 and candidates.

### **Disability Discrimination Act**

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

‘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 Gov.uk website.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, subject teachers, Exams Officer and SENCo.

### **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 date of the exams will be shown on the school website. The Exams Officer will notify candidates of the venue for their exam and will provide a timetable to confirm their arrangements.. 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 Doctor and Educational Psychologist/Specialist Teacher.

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 Exams Officer. The access arrangement details are provided by the SENCo/SENCo support.

Rooming for access arrangement candidates will be arranged by the SENCo with the support of the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with support from the Exams Officer.

### **Overseas Students**

Managing overseas students is the responsibility of the Heads of Department.

## **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Exams Officer.

## **Estimated Grades (OCR Only)**

Heads of Departments are responsible for submitting estimated grades to the Exams Office at the request of the Exams officer.

## **Managing Invigilators**

Designated team of invigilators are used to invigilate examinations.

These invigilators will be used for all external exams and some mock exams.

Recruitment and training of invigilators is the responsibility of the Exams Officer.

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 for by the centre.

Invigilators are timetabled and briefed by the exams office.

Invigilators rates of pay are set by the Senior Leadership Team.

## **Malpractice**

The Exams Office is responsible for investigating suspected malpractice.

## **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.

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 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 the session. Papers will be distributed to Head of Department the day after the exam session.

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

## **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.

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.

Admin support is responsible for handling late or absent candidates on exam days.

## **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 a 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 invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example

The Exams Officer will then apply for special considerations via the exam board websites within seven days of the exam.

## **Controlled Assessment**

It is the duty of Heads of Department to ensure that all controlled assessments are ready for dispatch at the correct time. The Receptionist will assist by keeping a record of each despatch, including the recipient details and the date sent.

If controlled assessments are to be sent via exam board portals it is the responsibility of the Heads of Department to ensure the files are produced and uploaded within the specified timetable.

Appeals against controlled assessment marks must be made before 14<sup>th</sup> April in each year.

## **Appeals against Controlled Assessments**

The process for managing appeals against controlled assessment marks is detailed in a separate appeals policy, available from the exams office.



## **Results**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelope.)

Arrangements for the centre to be open on results days are made by the Head of Centre.

Provision of staff on results days is the responsibility of the Exams Officer.

## **Enquiries about Results (EARs)**

EARs may be requested by centre staff or candidates if there is 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 the enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of papers within three days for scrutiny of the results.

Centre staff may also request scripts for investigation or teaching and learning purposes. For the latter, students consent must be obtained.

GCSE re-marks cannot be applied once a script has been returned.

## **Certificates**

Certificates are collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

If recent certificates have been lost/misplaced the exams office will provide a statement of results.