



Examinations Policy

November 2016

Version 1.0

Review November 2019





Rationale

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the 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 every 3 years.

The exam policy will be reviewed by the Senior leadership team, Exams officer and Governors.

Exam responsibilities

Exams office manager / exams officer

- manages the administration of exams
- advises the senior leadership team, subject and class tutors and other relevant bodies.
- oversees the production and distribution to staff, governors and candidates of an exam timetable
- 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 publications Access arrangements, reasonable adjustments and special consideration <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- 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.
- Send results to commissioners when appropriate.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of the exams they wish pupils to be entered for and candidates' names





The SEN Co-ordinator (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.

Invigilators are responsible for:

- 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 are responsible for:

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Complying with the exam conditions

Timetable

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

Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject Teacher.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

Late entries are authorised by SLT.

GCSE re-sits are allowed only after discussion between the students, subsequent school (if appropriate) and SLT.

Exam fees

GCSE entry exam fees for PX pupils are paid by the Centre.

GCSE entry exam fees for Dual Registered pupils will be charged to the subsequent school.

Late entry or amendment fees are paid by the Centre or subsequent school.

Re-sit fees are paid by the Centre or subsequent school

Equality Act 2010

The centre will meet the disability provisions under Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Exams officer.





Access arrangements

The SENCo 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 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 SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer, once informed by the SENCo

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.

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.

Overseas students

Not applicable.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Private candidates

Not applicable

Estimated grades

Subject teachers are responsible for submitting estimated grades to the exams office when requested by the exams officer.

Managing invigilators

Invigilators are timetabled and briefed by the exams office.

Malpractice

The Head of centre is responsible for investigating suspected malpractice. The Centre will follow the JCQ Malpractice Guidance <http://www.jcq.org.uk/exams-office/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 invigilator.

The Exams Officer is responsible for setting up the allocated rooms.

The 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 a session. Papers will be distributed to subject 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.

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.

Note: 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 Exam Officer is responsible for handling late candidates on the day.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams officer.

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 by providing 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.

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 and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teacher.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office or the staff share area in the policies folder.





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

Candidates will receive individual result 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 Head of centre.

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 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 an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

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.

Certificates

Certificates are posted 1st class Royal Mail if they are not collected by the pupil on the designated collection day. 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 Four years.

Exams officer:	A Allsup	Signed:	Dated: Nov 2016
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The policy is next due for review November 2019

Related documentation

2 supporting documents for this policy are:

GCSE controlled assessment guidance outlining staff responsibilities

Risk Management process

