

Exam Policy

MAY 2012

Contents

- The Centre Exam Policy
- Qualifications
- Exam Series and Timetables
- Entries, Entry Details and Late Entries
- Exam Fees
- Equality Legislation
- Estimated Grades
- Managing Invigilators
- Candidates
- Internal Assessments and Appeals
- Results
- Certificates

The purpose of this Exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests 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 process to read, understand and implement this policy.

The Exam policy will be reviewed every two years.

The Exam policy will be reviewed by the Exam Officer (Assistant Head for Secondary) and Headteacher.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam Responsibilities

The head of centre:

- has overall responsibility for the school/college as an exam centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

Exam Officer¹:

- manages the administration of external exams.
- advises the leadership team, subject and class tutors and other relevant support staff on annual exam timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all centre 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.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.

¹ this is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- provides and confirms detailed data on estimated entries.

- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditure relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- ensures candidates' coursework/controlled assessment marks are submitted and any other material required by the appropriate awarding bodies is correctly submitted and on schedule.
- tracks, dispatches and stores returned coursework/controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exam officer.

The Assistant Head for Secondary is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exam officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- providing the access arrangements required by candidates in exam rooms, guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exam officer.
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Lead invigilator/invigilators are responsible for:

- assisting the exam officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exam office before the start of the exam.

- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam office.

Candidates are responsible for:

- confirmation and signing of entries
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Senior Leadership team.

The types of qualifications offered are:

ASDAN Personal Progress

ASDAN Personal and Social Development

Edexcel Entry Level Functional Skills Maths, English and ICT

Edexcel BTEC Entry 2 Skills for Independence and Work

Edexcel BTEC Entry 1 Personal Progress

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exam office must be informed by 31st March.

Informing the exam office of changes to a specification is the responsibility of the Senior Leadership Team.

Decisions on whether a candidate should be entered for a particular subject will be taken by Key Stage 4 teachers in consultation with the Head of Key Stage 4.

Exam Series

External exams and moderations are scheduled in May and July.

Exam Timetables

Once confirmed, the exam officer will circulate the exam timetables for external exams at a specified date before each series begins.

Entries, Entry Details and Late Entries

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

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings and internal post/pigeonhole.

Heads of department/curriculum will provide estimated entry information to the exams officer to meeting JCQ and awarding body deadlines.

Entries and amendments made after an award organisation's deadline (ie late) require the authorisation, in writing, of the Assistant Headteacher for Secondary Department.

Re-sit decisions will be made by Internal Moderators in consultation with Assistant Headteacher for the Secondary Department.

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.

The exam officer will publish the deadline for action well in advance for each exam series.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are not sought from candidates:

- If they fail to sit an exam.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The Centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Senior Leadership Team.

Access Arrangements

The specialist teacher will inform the Assistant Headteacher of candidates with special educational needs and a special arrangement that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the Assistant Headteacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Exam Officer.

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

Rooming for access arrangement candidates will be arranged by the Exam Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exam Officer.

Contingency Planning

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

Contingency plans are available via email, briefing meetings, internal post/pigeonhole and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated Grades

The class teachers are responsible for submitting estimated grades to the exam officer when requested by the exam officer.

Managing Invigilators

External staff will not be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the exam officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Business Manager.

CRB fees for securing such clearance are paid by the centre.

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

Invigilators are recruited, timetabled, trained and briefed by the Leadership Team.

These invigilators will be used for external exams.

Malpractice

The Headteacher, in consultation with the exam officer, is responsible for investigating suspected malpractice.

Exam Days

The exam 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 staff are responsible for setting up the allocated rooms and will be advised of requirements 4 weeks in advance.

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

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations and no later than 1 hour after candidates have completed it.

After an exam, the exam officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Assistant Head for Secondary.

Candidates

The exam officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the exam officer.

The Centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 Assistant Head for Secondary.

Note: Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exam officer is responsible for handling late or absent candidates on exam day.

Special Consideration

Should a candidate be unable to attend an exam because of illness, suffering bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Assistant Head for Secondary or class teacher to that effect.

The candidate must support any special consideration claim with appropriate evidence.

The exam officer will make a special consideration application to the relevant awarding body.

Internal Assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exam officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exam officer by the Assistant Head for Secondary. The exam officer will inform staff of the date when

appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on result days.

The results slip will not be in the form of a centre produced document.

Arrangements for the Centre to be open on results days are made by the Leadership Team.

The provision of the necessary staff on results days is the responsibility of the exam officer.

Enquiries About Results (EAR)

EARs may be requested by Centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the Centre.

All decisions on whether to make an application for an EAR will be made by Leadership Team.

If a candidate's request for an EAR is not supported, the candidate may appeal and the Centre will respond by following the process in its Internal Appeals Procedure (AP) document.

All processing of EARs will be the responsibility of the exam officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the Centre.

Processing of requests for ATS' will be the responsibility of the exam officer.

Certificates

Candidates will receive their certificates.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

The Centre retains certificates for 3 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.