



# ALSOP HIGH SCHOOL

## 11-19 Examinations Policy

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## **Introduction**

The Alsop High School Technology and Applied Learning Specialist College is committed to offering equal access to all students to the examinations system as laid down by the Code of Practice produced by the Joint Council for Qualifications for are GCSE, GCE, BTEC, Applied General/Technical level, Entry Level and OCR Cambridge Nationals. It is the aim of the Alsop High School Technology College that all students fulfill their examination potential.

It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.

## **Purpose of the Policy**

The centre is committed to ensuring that the exams management and administration process is run effectively and in compliance with the published JCQ regulations and awarding body requirements.

The purpose of this policy is to ensure the school has an efficient exams system with clear guidelines for all relevant staff.

The purpose of the policy is to ensure that exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working reflect any updates to JCQ guidelines and that exams and assessments are conducted to current JCQ and awarding body regulations. This policy will be communicated to all relevant staff.

## **Exam Responsibilities**

### **Head of Centre**

The Head of Centre, Mr Paul Masher, has overall responsibility for the school as an examination centre and is accountable for ensuring that the centre is always compliant with published JCQ regulations and awarding body requirements in order to ensure the integrity of examinations and assessments.

The Head of Centre understands the contents, refers to and directs relevant staff to annually updated JCQ publications.

The Head of Centre ensures that the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.

The Head of Centre is responsible for confirming that they are aware and adhering to the latest JCQ regulations by responding to the head of centre declaration which is part of the National Centre Number Register annual update. Understands that this responsibility cannot be delegated to a member of the Senior Leadership team or Exams Officer.

The Head of Centre also has responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Senior Leader for Examinations and Data**

The Senior Leader for Examinations and Data is responsible for liaising between the SLT, HOF and the Examinations & Data Team.

The Senior Leader for Examinations and Data is familiar with the content, refers to and directs relevant centre staff to the annually updated JCQ publications.

The Senior Leader for Examinations and Data is responsible for investigating suspected Malpractice and to conduct and advise on appeals and remarks.

Senior Leader for Examinations and Data with the Examinations Team and Data Manager will prepare appropriate reports for SLT, Heads of Faculty, Heads of Year and Governors.

The Senior Leader for Examinations and Data is responsible for the updating of all examination related policies.

To liaise with SLT, HOF, HOY, Subject Staff, Candidates and parents to ensure they understand the exam regulations regarding plagiarism, malpractice, on-screen exams, written exams, controlled assessment, non-examination assessments and internally assessed work.

### **Examinations & Data Team**

The Examinations and Data Team are responsible for the administration, organisation and smooth running of internal and external examinations.

The Examinations and Data Team understand the contents of the annually updated JCQ publications.

The Examinations and Data Team will be responsible for the timetabling of all internal examinations in liaison with HOF and SLT Examinations and in September of each academic year will publish details of all the centre's internal and external examinations.

The Examinations and Data Team are responsible for making examination entries to the Awarding Bodies by the deadlines set and will require HOF to provide lists of completed entries by the internal date set. This is to enable the Examinations Team to check, collate and prepare the entry for dispatch. Once examination entries are completed the Examinations Team will identify and resolve any timetable clashes.

The Examinations and Data Team are responsible for demonstrating the receipt, secure movement and secure storage of question papers and confidential materials and keeping a log at the initial point of delivery of confidential materials. All completed scripts will be checked, parceled and stored securely until collected by Parcel force.

The Examinations and Data Team will monitor, collate and submit all internally assessed marks to the Awarding Body.

The Examinations and Data Team will keep a record of all content and training given to invigilators until the deadline for reviews of marking have passed, or any appeal, malpractice or other results enquiry has been completed.

Once exam papers are received the Examinations and Data Team will check and store in a secure location. (this location will only contain current and 'live' confidential material and have capacity for up to three weeks of materials). This must take place as soon as possible on the day the question papers are received. If this is not possible, due to a late delivery or the unavailability of authorised members of staff, the material must be transferred immediately to the secure storage facility until it can be checked, which must be no later than the next working day.

Results will be issued on the day notified by the Awarding Body. The Examinations and Data Team will ensure that this is abided to and liaise with the Data Manager to prepare appropriate reports with the SLT Examinations for SLT, Heads of Faculty and Governors.

The Examinations and Data Team are responsible for updating the Information & Instructions for Students and Parents on External Examinations, making sure all relevant JCQ documentation are included.

The Examination and Data team will work with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective role and what is and is not permissible in the exam room.

It is the responsibility of the Examinations and Data Team to guide candidates through the appeals procedure and submit a written report on the outcome.

### **Heads of Faculty**

As the Head of Centre's subject representatives, Heads of Faculty will take ultimate responsibility for all examination entries, amendments and withdrawals. They will be required to liaise with the Examinations & Data Team and adhere to the internal/external deadlines for their subjects.

HOF will ensure that teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams and Data team and SENCo.

HOF will ensure that teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.

HOF will also be responsible for informing the Examinations & Data Team of their faculty's internal examination requirements.

HOF are responsible for the collection and authentication of non-examination assessment and internally assessed work, the setting of deadline dates for staff and the forwarding of marks to the Examinations & Data Team by the due date, the dispatch of sample work as requested, ensuring all declarations are enclosed, and the storage and disposal of returned internally assessed work.

### **Teaching Staff**

Teaching staff will undertake key tasks outlined in this policy, within the exams process and meet internal deadlines set by the Exams and Data Team and SENCo.

Teaching staff will keep themselves updated with awarding body subject and teacher-specific information to confirm the effective delivery of qualifications

Teaching staff will ensure they attend relevant awarding body training and update events

## **SENCo**

The SENCo is responsible for the administration of access arrangements and ensure that all requests are forwarded to the Awarding Bodies.

The SENCo understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments*.

It is the SENCo's responsibility to record and collate evidence in line with JCQ guidance to support the application of, and decision over **all** access arrangements. This record of evidence should be regularly shared with the Deputy Head of Centre and the Exams and Data Team with enough time for the Centre to apply for access arrangements in advance of timetabled written examinations and non-examination assessments.

It is the SENCo's responsibility to keep a record of all training given to those facilitating access arrangement.

If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed.

The SENCo must ensure that all relevant staff are aware of any access arrangements which need to be applied for examination and non-examination assessments.

The SENCo must use JCQ regulations when processing applications using Access arrangements online.

Arrangements for the accommodation, provision of additional support and invigilation of pupils with access arrangements will be arranged by the SENCo, who will ensure that JCQ regulations for the conduct of examinations are adhered to at all times.

## **Lead invigilator/invigilators**

Invigilators must attend all training, and briefing sessions as required. They must provide information as requested, on their availability to invigilate.

It is the responsibility of all invigilators to ensure the integrity of the exam and ensure all exam regulations are adhered to. It is the responsibility of the lead invigilator to collect the exam papers from the exams office before the start of the exam and to return them to the exams office in the correct order at the end of the exam. The Lead invigilator must complete the 'Checklist' for invigilators before the start of the exam.

Invigilators are responsible for the completion of the attendance register and ensuring that the candidates are given the correct exam paper.

Invigilators are to record any incidents or irregularities on the exam room incident log.

## **Reception Staff**

Will support the Exams and Data Team in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of exam materials.

### **Site Staff**

Will support the Exams & Data team in matters relating to exam rooms and resources.

### **Candidates**

Candidates are responsible for signing a declaration that authenticates the non-examination assessed and internally assessed work as their own and understand the regulations regarding this work.

Candidates must ensure they have read a copy of the Information & Instructions for Students and Parents on External Examinations, which will outline the new JCQ documentation for candidates.

### **Recruitment, selection and Training of Staff.**

The Head of Centre ensures that a workforce is retained of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body.

The Head of Centre provides fully qualified teachers to mark non-examination assessments and/or fully qualified assessors for the verification of centre-assessed components.

The Head of Centre enables the relevant Senior Leaders, Examination team and SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.

### **Internal Governance**

The Head of Centre has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership team with oversight of examination administration, be absent.

### **Escalation Process**

Exams Officer absent (KF) → JAT

Senior Leader for Exams (JAT) → Headteacher (PMA) with support from VLN & NLB

Headteacher (PMA) → Senior Leader for Exams (JAT) with support from VLN & CAA

There is a folder on the Exams Officer's desk that contains all of the JCQ regulations, key dates, instructions on external exam administration procedures and school exam policies.

### **Delivery of qualifications**

The centre will deliver qualifications as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

Enables candidates to receive sufficient and up-to-date laboratory experience, or relevant training where required by the subject concerned.

## **Public Liability**

The centre complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

## **Security of assessment materials**

The centre will take all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials by ensuring

- The location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose for administering secure examination materials
- Appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
- Access to the secure room and storage facility is restricted to two to six persons authorised by the Head of Centre
- The relevant awarding body is immediately notified if the security of question papers or confidential supporting instructions is put at risk
- That arrangements are in place to check that the correct question paper packets are opened by authorised members of staff.
- Will put measures in place to receive, check and store question papers and examination material safely and securely at all times and for as long as required in



accordance with the current JCQ *publication Instructions for Conducting Examinations*.

- Will put measures in place to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments.
- Allows candidates access to relevant pre-release materials on, or as soon as possible, after the date specified by the awarding body
- Obtains written approval from the awarding body before permitting a third party to deliver any part of a qualification including assessments

## **Conflict of Interests**

Ensures the relevant awarding bodies are informed of any conflict of interest where:

- A member of staff is taking a qualification at the centre which includes internally assessed components
- A candidate is being taught and prepared for a qualification which includes internally assessed components by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
  - A member of the exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
  - A member of centre staff is taking a qualification at the centre which does not include internally assessed components
  - A member of centre staff is taking a qualification at another centre

The centre's Conflict of interest policy can be found on the SharePoint for Alsop High School under Exams and Data

## **Qualifications Offered**

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

The qualifications offered are GCSE, GCE, BTEC, VTCT, Applied General / Technical level, Entry Level, OCR Cambridge Nationals and City & Guilds.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed by the 1<sup>st</sup> July each year, on the qualifications approval form.

Informing the exams office of changes to a specification is the responsibility of the Heads of Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, SENCO, Subject Teachers, Head of Faculty and Senior Leader.

## **Exam Seasons and Timetables**

### **Exam seasons**

External exams are scheduled in November, January and June.

BTEC on demand tests are scheduled throughout the year.

Internal exams are scheduled throughout the year.

All internal exams are held under external exam conditions.

### **Timetables**

The Examinations & Data Team will produce and circulate the exam timetables for both external and internal exams once these are confirmed to staff and students.

## **Entries, Entry Details and Late Entries**

### **Entries**

Candidates are entered for their exams by the Heads of Faculty and the subject teachers.

Parents/Carers can request a subject entry, change of level or withdrawal.

The Exams and Data team will confirm entries that have been submitted to the awarding body with Heads of Faculty and candidates.

The Exams and Data team will provide candidates with Statement of Entries for checking. Candidates are requested to notify the

### **Late entries**

Entry deadlines are circulated to Heads of Faculty.

Late entries are to be authorised by Heads of Faculty and Senior Line Manager.

## **Re-sits**

Candidates can re-sit GCSE and GCE. Re-sit decisions will be made in consultation with candidates, subject teachers and Heads of Faculty.

## **Exam Fees**

The Centre will pay for the initial registration and entry exam fees.

Faculties will be charged for late entries but not 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 will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. This fee reimbursement policy will be communicated in writing to candidates and parents/guardians studying GCSE and post-16 courses.

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.

## **The Equality Act 2010 and Access Arrangements**

### **The Equality Act**

The Equality Act 2010 provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful, meaning that schools cannot discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation.

The centre will meet the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience.

'A person has a disability for the purpose of the Equality Act 2010 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.

The centre's Equality act for examinations can be found on the SharePoint for Alsop High School under Exams and Data

### **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 may be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCO and Educational Psychologist/Specialist Teacher.

The Examinations & Data Team are responsible for liaising with the SEN team regarding Access Arrangements.

The Examinations and Data Team are responsible for ensuring that candidates with access arrangements are identified on seating plans.

Invigilators must be made aware in advance of examination where candidates have been granted extra time.

## **Estimated grades**

The Head of Faculty is responsible for submitting estimated grades to the Exams Team when requested and by the deadline set.

## **Managing Invigilators**

### **Managing invigilators**

The recruitment of invigilators is the responsibility of the Senior Leader for Examinations and Data and the Examinations and Data Team.

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 invigilator.

Invigilators are timetabled and briefed by the Examinations and Data Team.

Invigilators' rates of pay are set by the Head of Centre.

Invigilators' are given training to JCQ standard before the examination season starts.

### **Exam Days**

The Exams and Data Team will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

In the case of external examinations the Examinations and Data Team will check the day, date, time, unit/component and tier of entry before a question packet is opened (this is then verified by a second

member of the Examinations and Data Team or an invigilator **before** the question packet is opened). This check must be recorded on the 'second pair of eyes' form.

The site management is responsible for setting up the allocated rooms to the requirements of the Exams and Data Team.

The Senior Leadership Team are responsible for starting all examinations in accordance with JCQ guidelines. Only Senior members of staff, such as a Deputy Headteacher or Senior Leader who have been specifically authorised by the Head of Centre and who have not had overall responsibility for the subject department and/or preparing the candidates for the examination may be present at the start of an examination. This is to assist with the identification of candidates – it is at this point that the attendance register should be taken. Senior members of staff must not provide guidance and advice on the question paper or advise which sections of the paper and which questions should be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

**Exam papers must not be read by Centre Staff or removed from the exam room before the end of a session.** Surplus papers will be distributed to Heads of Faculty at the end of the exam session, once the papers have been checked and parceled up.

Internal examinations will never be scheduled on the same day as external examinations and mock exams / revision sessions must not take place in the designated examination room(s). A room becomes a designated examination room as soon as the Exams and Data Team staff begin to check and prepare it to ensure with JCQ regulations.

## Candidates, Clashes and Special Consideration

### Candidates

The centre's published rules on acceptable dress, behavior 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 an external invigilator must accompany them.

The attendance team will attempt to contact any candidate who is not present at the start of an exam. The Exams and Data Team will deal with candidate in accordance with JCQ guidelines.

## **Late Arrivals**

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. The candidate will be allowed the full time and adequate invigilation will be provided.

If a candidate arrives **very late** they may be allowed to sit the examination will full time but will be warned that the awarding body may not accept their work.

## **Candidate Absences**

Once candidates are seated and started the examination, the invigilator will complete the attendance register. The Senior Leader who started the examination will inform the attendance team who will contact absent candidates with regards to their whereabouts.

Students who are ill and will be absent should make the examinations and data team aware by 8am on the day of the exam and will be required to provide a medical note.

## **Clashes**

The Exams and Data Team will be responsible for identifying and resolving clashes, making alternative arrangements for candidates and arranging overnight supervision.

## **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 two days of the exam, for example a letter from the candidate's doctor.

The exams and data team will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **Centre Inspections**

- The centre will co-operate with the JCQ inspector service and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body as soon as possible.
- Understands the JCQ Inspector will identify him/herself with a photo card and must be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility.

## **Internal Assessments and Appeals**

### **Internal Assessments**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Faculty will ensure all internal assessment is ready for dispatch at the correct time and 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 Heads of Faculty.

### **Appeals against internal assessments**

The Alsop High School Technology College is committed to ensuring that whenever its staff assess students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Candidates' work should be produced and authenticated according to the requirements of the Awarding Body. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

The main points are:

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series
- Appeals should be made in writing to the Head of Centre who will investigate the appeal. The Head of Centre will appoint a member of the senior management team to conduct the investigation.
- The member of staff conducting the investigation will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series.
- The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work and any changes made to improve matters in the future.
- A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this appeal.

## **Results**

### **Results**

The Exams Officer will access results from awarding bodies under restricted release of results, where this is provided by an awarding body.

The Head of Centre ensures that results are kept confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

The Head of Centre understands that it is not permitted to withhold provisional results from candidates under any circumstance.

The Exams Officer will provide summaries of results for relevant centre staff on issue of results date

Candidates will receive individual results slips on results days in person at the centre or alternatively if the candidate is unable to collect their results in person, the Examination Officer will post them out to their home address upon receipt of a stamped addressed envelope.

Arrangements for the centre to be open on results day and the provision of staff is the responsibility of the Senior Leader for Examinations and Data with the Exams and Data Team.

Results analysis will be completed by the Data Manager.

### **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.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of subject staff, they will have to pay the necessary fees to the Awarding Body.

### **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 and Data team, Head of Faculty and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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 available from the end of November. It is centre policy that certificates are signed for by the candidate or a responsible adult with written authorisation from the candidate. Alternatively, certificates can be posted out by recorded delivery upon receipt of reply slip and £2.00.

Certificates may be withheld from candidates who owe fees.

The centre retains certificates for one year.

Candidates may arrange for certificates to be collected on their behalf by providing the Exams & Data team with written or email authorisation. Authorised persons must provide identification on collection of certificates.



## Policy Review

This exam policy will be reviewed by the Head of Centre, Deputy Head of Centre and the Examinations and Data Team annually.

The policy is next due for review on 1<sup>st</sup> July 2023.

\_\_\_\_\_ Head of Centre

\_\_\_\_\_ Senior Leader Examinations

\_\_\_\_\_ Examinations Officer