



ALSTON MOOR FEDERATION

EXAMS POLICY

Aims

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 Head of centre, senior leadership team and Exams Officer.

Exams responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice.

Exams Office Manager

Manages the administration of public and internal exams

- Advises the senior leadership team, subject and class tutors and other general 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.
- 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 considerations using the exam board websites
- Identifies and manages timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training and monitoring of a team of 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.
- Ensures that all entries are submitted accurately and before the deadline

Heads of Faculty are responsible for:

- Notification of access arrangements (as soon as possible after the start of the course)
- 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 is responsible for:

- Collection of exam papers and other materials 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 their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of coursework to authenticate the coursework as their own.

Qualifications offered

The qualifications offered at this centre are decided by the Head of centre, Heads of faculty and senior leadership team.

The qualifications offered are GCSE, OCR Cambridge Nationals and BTEC.

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 syllabus from the previous year the exams office must be informed immediately.

Informing the exams office of changes to a syllabus 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, SENDCo, subjects teachers and head of key stage.

Exam series and timetables

Exam seasons

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

Internal exams are held under external exam conditions.

The Head of centre and SLT decide which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the Examinations Officer.

Timetable

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

All candidates will be issued with individual timetables.

Entries, entry details and late entries

Candidates are selected for their exam entries by Heads of Faculty, subject leaders and the Senior Leadership team.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal but if they have any concerns they should discuss the matter with the appropriate area leader.

Entry deadlines are circulated to heads of department via e-mail.

Late entries are authorised by a Head of Department and the Exams Officer.

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.

All first entry fees are paid for by the centre.

Fee reimbursements are 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 other mitigating circumstances.

Disability Discrimination Act

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

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, SLT, Heads of Faculty, Exams Officer and SENDCo.

Access Arrangements

The SENDCo 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. He/she 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 SENDCo, doctor and educational psychologist.

Making access arrangements for candidates to take exams is the responsibility of both the SENDCo and the Exams Officer.

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

Rooming for access arrangement candidates will be arranged by the SENDCo with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCo and the Exams Officer.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

Private candidates

Managing private candidates is the responsibility of the Exams Officer

Managing Invigilators

External staff are used to invigilate examinations although the Exams Officer is the principal invigilator.

These invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the Head of Centre.

All invigilators will be DBS checked – the fees for this will be paid by the centre.

Invigilators are timetabled and trained by the Exams Officer.

Malpractice

The Exams officer 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.

The site manager is responsible for setting up the allocated rooms.

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

Papers will not be given to subject staff until the candidates answer papers have been sent off to the exam board.

Candidates

The centre's published rules on acceptable dress and behaviour apply at all time. Mobile phones and any electronic devices are expressly forbidden, as are watches.

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 only leave the 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 Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

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.

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.

Results

Candidates will receive individual result slips on results day in person at the centre

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

The provision of staff on results day is the responsibility of the Head of Centre.

Re-marks

Re-marks 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 request for a re-mark.

When the centre does not support a candidate's or parent's request for a re-mark 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.

Return of scripts

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

Certificates

Certificates are collected and signed for.

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 three years.

To be reviewed annually

Version Control	
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