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# Bacup and Rawtenstall Grammar School



## Exams Policy.

# ***Bacup and Rawtenstall Grammar School***

## ***Examinations Policy 2018***

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The purpose of this exams 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 exams 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 exams policy will be reviewed annually.

The exams policy will be reviewed by the Head of Centre, SLT line manager for Examinations and the SLT team. It will be agreed by the Governing Body.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## ***Exam responsibilities***

### **The head of centre:**

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks. (This responsibility may be delegated by the Headteacher to the Head of Exams)
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **The Exams officers:**

- manages the administration of external exams and works collaboratively with the Head of Exams for the administration of internal exams.
- advises the senior leadership team, subject and form tutors, and other relevant support staff on annual exams 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 exams 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.
- 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 publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.

- line manages the team of exams invigilators and is involved in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams. (This will be in collaboration with the SLT line manager for exams).
- ensures candidates' coursework / controlled assessment marks are submitted, as handed in by the HOD, and any other material required by the appropriate awarding bodies correctly 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 line manager for exams, any post results service requests.

**Heads of department** are responsible for:

- guidance to candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entries and all other mark sheets and adherence to deadlines as set by the exams officer(s).
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- accurate implementation of the rules and regulations regarding any controlled assessment, coursework or non-examined assessments of their chosen specification. Please refer to Non-examined assessments procedure.
- decisions on post-results procedures.

**Heads of Year** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams or are concerned/worried. They should liaise with the exams officer(s) regarding any concerns.
- Work with the invigilators to ensure all students enter and leave the examination room in an orderly fashion and to ensure attendance registers are completed accurately.
- Supporting the invigilators in identifying pupils at the start of exams as per the exams identify exam candidates procedure.

**All Teachers / Form Tutors** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer(s).
- notifying the exams officer(s) of any concerns regarding access arrangements or special consideration.
- Reading out notices and passing on relevant information distributed by the exams officer(s).
- Maintaining the security and integrity of the examination systems including any CA, coursework or NEA materials.
- Reporting any instances of suspected malpractice to the exams team and maintaining confidentiality.

**The Special Educational Needs Coordinator (SENCO) / Teaching Assistant (TA's)**

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer(s) in good time so that they are able to put in place exam day arrangements
- processing any necessary applications and the accompanying evidence (i.e. Form 8) in order to gain approval (if required).

- working with the exams officer(s) to provide the access arrangements required by candidates in exams rooms and ordering modified papers.

**Invigilators** are responsible for:

- starting the examinations and reading/playing the instructions in the sports hall where applicable.
- assisting the exams officer(s) in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.
- Maintaining the security and integrity of the examination systems.
- Reporting any instances of suspected malpractice to the exams team and maintaining confidentiality.

**Candidates** are responsible for:

- confirmation and signing of entries and checking their timetable once issued.
- 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.
- Arriving promptly to their exams
- Notifying a member of staff of any concerns related to the exam or a possible need for special consideration
- Completing EAR's and paying via Parent Pay within the deadlines published by the exams team

### ***Qualifications offered***

The qualifications offered at this centre are decided by the Head teacher.

The types of qualifications offered are *GCSE's and A-Levels and Extended Project Qualifications*

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 exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with the pastoral team and the exam office will be informed.

### ***Exam series***

Internal exams (mock or trial exams) and assessments are scheduled in December, January and May. Year 11 are just before Christmas and Year 10 and 12 precede the public examinations and also take place in the sports hall. The Year 13 internal assessments will take place in January. The KS3 internal examinations take place in classrooms in May.

External exams and assessments are scheduled in line with the published summer examinations series by JCQ.

Internal exams for Key stage 4 & 5 are held under external exam conditions, but are not subject to the rules and regulations of JCQ.

The Head of Centre *decides* which exam series are used in the centre.

### ***Exam timetables***

Once confirmed, the exams officer(s) will circulate the exam timetables for internal and external exams in good time before each series begins.

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

*Candidates or parents/carers* can request a subject entry, change of level or withdrawal but the decision will remain with the centre.

The centre accepts entries from private candidates at the discretion of the examination team and the Head of Centre.

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

Entry deadlines are circulated to heads of department via email, briefing meetings, or internal post/pigeon hole.

Heads of department will provide class list entry information for years 10, 11, 12 & 13 to the exams officer(s) to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the exams officer(s).

GCSE re-sits are allowed, however there may be a chargeable cost.

A *level* re-sits are allowed, however there may be a chargeable cost.

Re-sit decisions will be made by candidates and subject teachers in consultation with Heads of Department and the exams officer(s).

### ***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 exams officer(s) will publish the deadline for actions well in advance for each exams series.

GCSE, AS and A Level entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre, department/schools and or candidates depending on the reason for the late submission.

Fee reimbursements are 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.

Resits are just like another entry. Students, where allowed by the specification, are able to sit resits as per the awarding body and will be liable for any fees incurred due to the re-sit.

## ***Exam days***

The exams officer(s) will book all exam rooms, after liaison with other users and the member of staff responsible for cover and make the question papers, other exam stationery and materials available for the invigilator(s).

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The invigilators and where appropriate subject staff, will start and finish all exams in accordance with JCQ guidelines.

Teaching 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 in the exam room and what they can do.

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 not before all scripts have been checked, counted and packed ready for collection.

After an exam, the exams officer(s) will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the general office.

## ***Candidates***

The exams officer(s) will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Year / Head of Centre.

The centre's published rules on uniform 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 and students are advised to leave these in their personal locker or at home.

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 Head of Centre.

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

The exams officer(s) and lead invigilator are responsible for handling late or absent candidates on exam day.

### ***Clash candidates***

The Head of Centre, the exams officer(s) and the pastoral teams will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Equality Legislation**

The School will take every available step to ensure that pupils with a disability are afforded the best possible opportunities for the completion of their exams in line with our SEN policy. For exams this will include the following:

- Pupils who suffer injury just before, or during, the exam period will be offered alternative venues should they be unable to access the exam hall. Rooms will be found on the ground floor and will be appropriately set out to comply with exam regulations.
- There is a lift up to the exams hall (Sports Hall)
- Should the pupil require any access arrangements this will be processed by the Head of Learning support or by the Exams Officer as soon as they are made aware of the need.
- Specialist equipment will be provided by the School should there be a need, for example, computer access.
- Should the disability require the aid of a scribe or a reader, this will be provided by the school.
- For student who require use of a laptop the Exam Laptop Procedure will be followed.

### ***Access arrangements***

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams. The exams officer(s) will also share this confidential list with staff and invigilators as appropriate.

A candidate's access arrangements requirement is determined by the SENCo, specialist teacher and/or exams officer(s)

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer(s)/SENCo with support from the specialist teacher/TA.

Rooming for access arrangement candidates will be arranged by the exams officer(s).

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer(s).



## ***Special consideration***

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's exams officer(s) to that effect.

The candidate must support any special consideration claim with appropriate evidence prior to the exam, or as soon as is possible following an issue that arises on the day.

The exams officer(s) will make a special consideration application to the relevant awarding body within 7 days of the candidate's final exam.

## ***Invigilators***

External staff will be used to invigilate examinations.

These invigilators will be used for KS4 and KS5 internal exams and external exams. Our staff may be asked to support this where there are particularly busy periods or an unforeseen issue arises on the day of an exam.

Recruitment of invigilators is the responsibility of the exams officer(s) / HR officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR officer.

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

Invigilators' rates of pay are set by the schools business manager.

Invigilators are recruited, timetabled, trained, and briefed by the Exams officer(s) and the SLT line manager for exams in line with the requirements from JCQ.

## ***Contingency planning and emergency evacuation***

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

Contingency plans are *in line with the guidance provided by Ofqual, JCQ and awarding organisations* and can be found in the Exam Contingency Plan 2018.

In the event of an emergency invigilators have been trained and will follow the exams emergency evacuation procedure to maintain the validity of the exams.

## ***Internal assessment and appeals***

It is the duty of the subject teacher and heads of department to ensure that all internal assessment is ready for each test at the correct time. The exams officer(s) and pastoral manager will assist by collecting and sorting the papers. Non-examined assessments (NEA) are subject to the NEA Policy.

Marks for all internally assessed work are provided to the exams office. The exams officer(s) 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 results slips on results days,

- in person at the centre
- to another member of family if written permission is given in advance of the day
- by post to their home address - candidates to provide a self-addressed envelope and a letter in advance

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Headteacher.

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

## ***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 at the discretion of the Head of Centre.

The cost of EARs will be paid by the candidate. If there is a concern regarding a significant cohort this may be paid by the subject and/or centre.

All decisions on whether to make an application for an EAR will be made by Head of Centre.

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 (IAP) document.

All processing of EARs will be the responsibility of the exams officer(s) following the JCQ guidance.

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

After the release of results, candidates may ask subject staff/exams officer(s) to request the return of written exam papers within the deadlines published by JCQ.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate. This may change depending on the circumstances.

Processing of requests for ATS will be the responsibility of the exams officer(s).

### **Malpractice**

The head of centre in consultation with exams officer(s) is responsible for investigating suspected malpractice in line with regulations set out by JCQ.

### **Certificates**

Certificates are legal documents & should be handed directly to the candidates hence

- senior speech night.
- if they cannot attend they will be available to collect in person
- All uncollected certificates will be stored in the exams office securely for a short time.

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 2 years after this they are returned to the awarding body or destroyed.

After this time certificates will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer(s)

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Date

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