



Montgomery
Academy

Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Examinations Policy

Policy Review Date: March 2025

Purpose of the Policy

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

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually by the exams officer and Senior Deputy Head Teacher to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre. Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

- General regulations for approved centres (GR)
- Instructions for conducting examinations (ICE) Access Arrangements and Reasonable Adjustments (AA)
- Suspected Malpractice in Examinations and Assessments (SMEA)
- Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
- A guide to the special consideration process (SC)
- Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purpose.
- Advises on appeals and review of marking applications.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice: Policies and Procedures 2023-24*.

Exams Officer

Manages the administration of external and internal exams and analysis of exam results:

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice in Examinations and Assessments

- Post-results services
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables (including the mock examination timetable) and application procedures as set by the various exam boards.
- 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 in accordance with JCQ regulations.
- Liaises with the SENCO and administers access arrangements and makes applications for special consideration using relevant JCQ documentation.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submit 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 Senior Leadership Team and Department Leads, any appeals/review of marking requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Works with Senior Leadership Team on analysis of data from examinations.

Senior Deputy Headteacher (CMO)

- Deputise for the Headteacher where needed.
- Organisation of teaching and learning (this role is the responsibility of AMO).
- Coordinate external validation of courses followed at key stage 4.

Curriculum Area Leaders (CALs)/Subject Leads

- Ensure information is circulated to staff and students about controlled assessments and examinations.
- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Have involvement in post-results procedures.
- Provide accurately compiled coursework mark sheets and declaration sheets.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Exams Officer.

Subject Teachers

- Are notified of access arrangements by the SENCO (as soon as possible after the start of the course).
- Are trained and supported in understanding the curriculum so that students are entered for examinations at the correct level (e.g. foundation or higher).
- Have relevant knowledge and understanding and have been trained in the assessment process.

SENCO

- Administration of access arrangements.

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- 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
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Provides 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.
- Notifies teaching staff and the Exams Officer of Access Arrangements as soon as possible after the start of the course.

Invigilators

- Attend/undertake annual training as required
- Provide information as requested on their availability to invigilate
- Collect exam papers and other material from the Exams Officer before the start of the exam.
- Maintain and support exam regulations during all exams both proactively and using initiative.
- Collect all exam papers in the correct order at the end of the exam and return them to the Exams Officer.
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Reception staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

Site Staff

- Support the EO in relevant matters relating to exam rooms and resources

IT Department/Support

- Support the EO and exams department and candidates in relevant matters relating to laptops and ICT resources

Candidates

- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- Check their statement of entry and report any discrepancies to the Subject Teacher or Examinations Officer.
- Adhere to the exam regulations as set out by JCQ during all exams.

- Adhere to the Montgomery Academy dress code in all exams.

The tests and qualifications offered

The tests and qualifications offered at this centre are decided by the Head of Centre in consultation with the Senior Leadership Team and Curriculum Area Leaders.

The statutory tests and qualifications offered are GCSE, BTEC, Cambridge Nationals and Entry Level.

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/exam board from the previous year, the exams office must be informed by the start of the new academic year.

Decisions as to whether a candidate should take an individual subject or not will be taken in consultation with the Curriculum Area Leads and the Senior Deputy Headteacher, on the basis of a wide range of available evidence.

At the appropriate time in their academic career at Montgomery Academy, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

Exam Seasons and Timetables

Exam Seasons

Internal exams are scheduled between October and June.

External exams are scheduled in January, February, May and June.

Internal examinations are held under external examination conditions to ensure students fully understand the requirements of the external exams.

Timetables

Once finalised, the Examinations officer will circulate exam timetables for internal and external exams. The final summer examinations timetable will be issued by the middle of April and the first internal examination timetable will be issued **2** weeks prior to exams commencing.

Entries, entry deadlines and late entries

Estimated Entries

Estimated entries to be provided by curriculum leaders to the Exams Officer to ensure awarding body external deadlines for submission can be met

Entries

Candidates are selected for their exam entries by their subject teachers.

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

withdrawal to be considered by the Senior Deputy Headteacher.

The centre does not accept entries from external candidates.

Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are subject to authorisation by the Senior Deputy Headteacher, Curriculum Area Leaders and the Examinations Officer.

Entry Fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by centre.

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.

If, however, late entries are made, then the Exams Officer reserves the right to pass on any late charges to the department concerned.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

The Disability Discrimination Act (DDA), special needs and access arrangements

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the SENCO.

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.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO, with the support of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer in consultation with the SENCO and SLT.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer and SENCO.

Estimated / Predicted Grades

Curriculum Area Leaders and Subject Leads will submit estimated grades to the Exams Officer when requested by the Exams Officer or Senior Deputy Headteacher.

Exam package security

Exams Officers will be dealing with a number of deliveries in the run up to exams. The Exams Officer will ensure that all relevant members of staff are briefed on how to handle exam packages securely and that they are available to assist with the deliveries. All exam packages will be signed for on arrival, usually by reception staff. In line with JCQ requirements, packages from exam boards are delivered directly to the Exams Officer who will store the unopened exam packages in the secure storage office, ensuring deliveries do not spend any longer than absolutely necessary in the reception area after initial delivery. All packages from exam boards are logged appropriately by reception staff initially, followed by exam staff at handover and finally at point of entry to secure store.

On the day of an exam, two members of staff will be present to complete the “second pair of eyes check” to ensure the correct exam papers are opened. One of these members of staff will always be the Exams Officer. In accordance with JCQ requirements, the present staff will document the opening and checking of the exam papers. This check occurs no earlier than 90 minutes before the published starting time of the exam.

Managing invigilators and exam days **Managing invigilators**

External invigilators will be used for internal exams and external exams.

The recruitment of invigilators is the responsibility of the Exams Officer.

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

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

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the centre administration.

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.

Site management is responsible for setting up the allocated rooms after consultation with the Exams Officer under the direction of the Senior Deputy Headteacher.

A member of Senior Leadership Team will start all exams in accordance with JCQ guidelines.

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. Unused papers will be distributed to Curriculum Area Leads, once completed papers have been securely collected and dispatched to the relevant Exam Board.

Candidates, clash candidates and special consideration

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, watches, unauthorised items 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.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

All candidates will be issued with an exams handbook, along with their individual exams timetable prior to the exam season start date.

Clash candidates

- An exam clash occurs when a student has two or more exams timetabled in the same session or multiple exams timetabled for the same day.
- Where a candidate is timetabled for two or more exams in the same session and the total combined time is less than three hours, the exams must be sat consecutively within the timetabled session. The order of the papers will be decided by the Exams Officer and the Senior Deputy Headteacher. A supervised break of no more than 20 minutes between papers may be given (this must be conducted within the examination room, under formal examination conditions). This means that candidates cannot use this time to revise.
- Where a candidate is timetabled for two or more exams in the same session and the total combined time is more than three hours, one of the exams may be moved to a different session within the same day. Order of exam will be decided by the Exams Officer and the Senior Deputy Headteacher. Permission from an awarding body is not required.

- Where a candidate is timetabled for three or more exams on the same day and the duration of these papers is more than five and a half hours (including extra time and/or supervised rest breaks) an exam may be moved to the following morning. Overnight supervision arrangements (JCQ ICE, section 8) are at the centre's discretion and should only be applied as a last resort once all other options to accommodate the exams on the timetabled day have been exhausted. Candidates are not permitted to take exams on an earlier day than that scheduled on the timetable. Should candidates choose to sit all exams in the same day, application for special consideration for the last exam the candidate sits will be applied.
- The Exams Officer will be responsible for supervising escorts, identifying a secure venue and arranging clash arrangements and 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 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.

Malpractice

'Malpractice', **which includes maladministration and non-compliance**, means any act, default or practice which is a breach of the Regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; **and/or**
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Failure by a centre to notify, investigate and report to an awarding body allegations of suspected malpractice constitutes malpractice.

Also, failure to take action as required by an awarding body, as detailed in this document, or to cooperate with an awarding body's investigation constitutes malpractice.

Centre staff malpractice

'Centre staff malpractice' means:

- Malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; **or**

- An individual appointed in another capacity by a centre such as an invigilator, an Oral Language Modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter.

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Montgomery Academy follows the policies and procedures produced by JCQ. Students are all informed of these policies through the 'Information for Candidates' documents. Copies of these policies are also available on the centre's website.

Any concerns about malpractice must be reported immediately to the Senior Deputy Headteacher or Exams Officer.

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

Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide SAE).

Arrangements for the school to be open on results days are made by the Head of Centre and Senior Leadership Team.

Enquiries about results (EARs)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Exams Officer, teaching staff, Senior Leadership Team and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.

All review of marking applications must be consented by the candidate prior to the application being made.

When the centre does not uphold an EAR, a candidate may still apply to have an enquiry carried out. The candidate/parent will bear the cost of the review in this instance.

Any successful reviews will be reimbursed by the awarding body.

Access to scripts

After the release of results, candidates may ask subject staff to request the return of papers after 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 reviews/appeals cannot be applied for once a script has been returned.

Some awarding bodies provide free access to scripts, (available after results day).

Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year. After this time candidates must contact the board directly.