

EXAM AND CONTROLLED ASSESSMENT POLICY

POLICY INTO PRACTICE

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THE 14-19 EXAM POLICY

THE POLICY PURPOSE

The purpose of this exam policy is:

- To ensure the planning and management of exams and controlled assessments 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 every two years.

The exam policy will be reviewed by the Heads of Department, Senior Leadership Team, Exams officer and Governors.

EXAM RESPONSIBILITIES

THE EXAMS OFFICER IS RESPONSIBLE FOR THE ADMINISTRATION OF CONTROLLED ASSESSMENTS AND EXAMS:

- Advising the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Overseeing the production and distribution to 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.
- Consulting with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Providing and confirms detailed data on estimated entries.
- Receiving, checking and storing securely all exam papers and completed scripts.
- Administering access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09.
- Identifying and managing exam timetable clashes.
- Accounting for income and expenditures relating to all exam costs/charges.
- Arranging for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintaining systems and processes to support the timely entry of candidates for their exams.

TEACHERS ARE RESPONSIBLE FOR:

- Notification of access arrangements requirements (as soon as possible after the start of the course).

- Submission of candidates' names to heads of department.
- 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.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Line manages and monitors of a team teaching assistants who assist in the duty of invigilators.
- Collection of exam papers and other material from the office safe before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the office safe.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

CANDIDATES ARE RESPONSIBLE FOR:

- Attending the exam on time
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

QUALIFICATIONS

- The qualifications offered are Functional Skills and Entry Level subjects.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject Teachers and Head of Key Stage.

EXAM SERIES AND TIMETABLES

External exams and assessments are scheduled in June and July. Internal exams held under external exam conditions. The Deputy Head and Phase Manager decides which exam series are used in the centre. Once confirmed, the Subject Teacher will forward all exam dates to the Exams Officer for collating. Candidates are selected for their exam entries by the Subject Teacher and Heads of Department. Candidates or Parents/Carers can request a subject entry, change of level or withdrawal. Late entries are authorised by Exam 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 fees including late entry and amendment are paid by the Centre. Fee reimbursements are not sought from candidates who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

DISABILITY DISCRIMINATION ACT

ACCESS ARRANGEMENTS

- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- 'A person has a disability for the purposes of the DDA 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 will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Subject Teachers and Exams officer.

ACCESS ARRANGEMENTS

- A candidate's access arrangements requirement is determined by the Subject Teacher/Head of Department.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

- Invigilation and support for access arrangement candidates will be organised by the Subject Teacher/Head of Department.

ESTIMATED GRADES

Subject Teacher is responsible for submitting estimated grades to the exams officer when requested by the Exams Officer.

MANAGING INVIGILATORS

The Exams Officer is responsible for the implementation of our invigilation practices. Class teachers and Teaching Assistants are used to invigilate examinations. Invigilators are timetabled and briefed by the Exams Officer. In order to be seen to be implementing 'best practice', fairness and transparency in our exams procedures, the teacher who prepared the students for examination will not be the sole teacher present in the exam room, during any examination. An independent teacher, preferably the Exams Officer, will be present and lead the exam – this enables compliance with OCR policies and procedures.

MALPRACTICE

The Exams Officer is responsible for investigating suspected malpractice.

EXAM DAYS

The Subject Teacher will book all exam rooms after liaison with other users and make the question papers, other exam stationery and necessary materials available. The Subject Teacher will organise the exam rooms with all obligatory information: Fire drill posters; Mobile Phone and Electronic Device posters; Seating Plan; Notice Board indicating start time, finish time and candidate numbers. The lead invigilator will start all exams in accordance with JCQ guidelines. Subject Teachers may assist with identification of candidates but must not advise on which questions or sections are to be attempted. Exam papers must not be read by Subject Teachers or removed from the exam room before the end of a session. A Subject Teacher may read out any subject-specific instructions and start the exam, if required. The support for pupils during the exam will be communicated by the Exams Officer, prior to the exam beginning. The exams officer has overall responsibility for the implementation of exams day practices, protocols and procedures.

CANDIDATES

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

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 Subject Teacher or Senior Invigilator.

Candidates may only leave the exam 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 Subject Teacher is responsible for handling late or absent candidates on exam day or subsequently.

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 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.

INTERNAL ASSESSMENT

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Centre's Administration will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

RESULTS

Candidates will receive individual results in person at the Centre.

CERTIFICATES

Certificates are presented in person. The students are presented with a copy of their final certificate either when it is delivered or at the next prizegiving event. They will receive their original certificates on the day they leave St. Nicholas School in their Leaver's Portfolio. The certificates and / or Leaver's Portfolio can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and have the necessary written permission and photographic Identification.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

MONITORING AND REVIEW

This policy will be monitored on a yearly basis by the Curriculum Co-ordinator to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

LINKS TO OTHER POLICIES

Teaching and learning Safeguarding 16-19 Curriculum 16-19 Sensory Curriculum Monitoring and Evaluation PAARC

SALLY LONG REVIEWED TERM 2 2015
