



The Khalsa Academy Wolverhampton

Examinations Policy



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1. Introduction and aims

The Khalsa Academy Wolverhampton (TKAW) is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- Has overall responsibility for the centre as an exams centre
- Advises on appeals and Enquiries About Results (EARs)
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on JCQ website
- Accounts for income and expenditures relating to all examination costs/charges

Our Head of centre is Anita Notta.

2.3 Exams officer

The exams officer is responsible for the administration of exams.

Exams officer:

- Manage the administration of internal and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Consult with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams

- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Hardeep Singh.

2.4 Heads of Departments:

Heads of Departments are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and the exams officer
- Notification of access arrangements (as soon as possible after the start of the course).
- Agreement with heads of faculty any tiered entry requirements.
- Adherence to guidance on coursework and controlled assessment conditions, completion and deadlines, specifically JCQ publication "Instructions for completing controlled assessments"
- Adherence to JCQ publication "Instructions for conducting non-examination assessments"

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms
- Adherence to JCQ publication "Access Arrangements, Reasonable Adjustments and Special Consideration"
- Provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English translation for speakers of other languages, IT equipment to help candidates achieve their course aim.

Our SENCO is Amy Evans

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Familiar with the roles and responsibilities of the invigilator as defined by JCQ
- Must be conversant with the content of the JCQ publication “Instructions for conducting examinations”, which must be applied at all times
- Will formally report any suspected incidences of malpractice
- Collection of examination papers and other material from the examination’s office before the start of the examination
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination’s office
- Assistance with paperwork and dispatch of examination papers as necessary
- Will attend training as provided, and read all relevant material issued

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own, where necessary
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. The Examination package

3.1 Qualifications offered

- The qualifications offered at this centre are decided by the Principal and the senior leadership team.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, heads of subject, SENCo, and the Senior Leadership Link.
- The final decision rests with the school

3.2 Exam timetables

- Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

3.3 Entries (including entry details and late entries)

- Candidates are selected for their examination entries by the subject leaders and SLT for Curriculum
- Candidates or parents/carers cannot request subject entry, change of level or withdrawal.
- Entry deadlines are circulated to heads of department via email
- Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines
- Late entries are authorised by the principal and examinations manager
- The centre will only accept entries from external candidates in exceptional circumstances, once agreed by the Principal

3.4 Exam fees

- The exams officer will publish the deadline for actions well in advance of each exam's series.
- The centre will pay all normal examination fees on behalf of candidates
- Late entry or amendment fees are paid by departments
- 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.

You **may** charge for:

- Exams or re-sits the pupil has **not** been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact our exams officer

4. Equalities

- All our staff must ensure that they meet the requirements of any equality legislation.
- We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the SENCO

Arrangements for students with disability

- The Khalsa Academy Wolverhampton understands its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- We will explore and provide access to suitable courses
- We will make reasonable adjustments to the service we provide to disabled candidates and submit relevant applications to do so
- Approved access arrangements will be applied during the course, and relevant applications for approval will be made
- Further information can be found in our Disability Policy

4.1 Access Arrangements

- The Khalsa Academy Wolverhampton is committed to making its courses accessible by all.
- We will ensure that any request for access arrangements is considered fairly and appropriate testing of candidates is undertaken
- Where appropriate, an access arrangement application will be made and applied where approved.
- Further information can be found in our Access Arrangements Process.

4.2 Special consideration

- Applications for special consideration will be made where appropriate.
- If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer or the head of centre to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

- The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

5. Examination Management

5.1 Premises and equipment

- The examinations officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator
- Site management is responsible for setting up the allocated rooms
- Candidates are responsible for bringing their own equipment
- Some spare equipment will be made available. Tracing paper and compasses will be provided

5.2 Staff present in the examination room

- Examination and invigilation staff will start all examinations in accordance with JCQ guidelines
- Subject staff will not be permitted to enter the examination rooms
- Papers must not be read by subject teachers or removed from the examination room before the end of a session.
- Any unused examination papers will be distributed by the Examinations Officer to heads of subject the day after the examination session

5.3 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and in all internal and external examinations and controlled assessments
- 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 are not permitted to leave an examination room within the first 60 minutes of an examination commencing
- Candidates may request to leave the examination room for a genuine purpose after 1 hour, requiring an immediate return to the examination room
- The student must be accompanied by a member of staff at all times during this absence, these absences should be minimal
- Toilet breaks will be only be permitted in exceptional circumstances or where there is a medical need
- Candidates need to make the most of their examination time and absences from the room cause disturbance for other candidates
- Attempts will be made by the pastoral member responsible for exam year groups, family support worker or other member of staff to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines
- Candidates must follow the JCQ "Instructions for Candidates" regulations, any deviance from this will be dealt with by the SLT link in accordance with JCQ guidelines

5.4 Clash candidates

- The examinations officer and SLT link will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in line with JCQ guidelines
- Appropriate documentation will be completed and delivered to JCQ as necessary

5.5 Contingency planning

- Contingency planning for exams administration is the responsibility of the head of centre and exams officer
- Contingency plans are available via centre website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations

5.6 AI and Malpractice

- Instances where learners employ AI to generate content that they present as their own for assessment purposes will be treated as malpractice.
- The principles and consequences outlined in the AI Use Policy (as appended in this policy amendment) will apply in these cases.
- It is crucial for Learners to understand that the use of AI to misrepresent their own work is a breach of ethical conduct and integrity.

5.7 AI Reporting and Investigation:

- Incidents involving AI-generated content will be treated as potential malpractice cases.
- Any suspected instances must be reported immediately, and investigations will be conducted following the internal investigation procedure outlined in this policy.
- The investigation will ensure compliance with both the Assessment Malpractice Policy and the AI Use Policy.

6. Results and Enquiries About Results (REARs)

6.1 Results

- Candidates will receive individual results slips on results days in person at the centre
- Results will not be issued over the telephone/mobile or to a third party
- Results will be issues to staff and pupils on the advised results days, and not before
- Arrangement for the school to be open on results days are made by the head of centre
- The provision of staff on results days is the responsibility of the senior leadership team
- Should it not be possible for a candidate to collect their results in person they may nominate a representative, if possible, the examination officer should be informed in writing prior to results day
- On results day the representative should also provide the examination officer with a letter of authorisation from the candidate, and their own birth certificate or passport for identification

6.2 Post Results Service

- Following the issue of results, the post results service becomes available
- An enquiry about a result will be made by the centre
- Prior to results day, senior leaders and subject leaders will review candidates' marks and will identify where a review of marking might be appropriate
- The decision to review the marking lies solely with the centre
- Candidates will then be contacted on results day, or within one week of results day to ask for their written permission to request a review of marking
- Students should be aware that a review of marking can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence
- The examinations officer will submit the review of marking request
- Candidates will be informed of the outcome of a review or marking within 2 days of it being returned to the academy

- Candidates should be aware that a review of marking can take up to 20 calendar days to be returned once it has been submitted
- Any student who wishes to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:
 - Speak to the subject lead on results day or as soon as possible thereafter (but at least 10 working days before the published deadline for EARs) in person to discuss the mark/grade
 - If the academy agrees to support the EAR, the examination manager will obtain the student's consent and will make the EAR request on the student's behalf, as per the procedure outlined above
 - If the academy does not support the EAR the student may appeal against the decision, using the Internal Appeals procedure. See Internal Appeals Policy

6.3 Internal assessment

- It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time
- The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for internally assessed work are provided to the Exams officer by heads of department
- The exams officer will inform staff of the deadline date for appeals against internal assessments
- Any appeals will be dealt with in accordance with our internal appeals procedure document.

7. Examination Certificates

- Examination certificates and results are the property of the individual student, and are to be either collected in person, presented in person at awards evening, or collected by a third party requiring a signed letter of authority which will be retained for future reference
- Enquiries for replacement certificates will be directed to the Awarding Body's web-sites - candidate must agree to pay the costs incurred.
- The centre retains certificates for 12 months as per the JCQ requirement.

8. Monitoring and review

- The head of centre is responsible for ensuring that this policy is reviewed annually unless there are any changes to:
 - The exams system
 - JCQ guidance
 - TKAW curriculum offer

Appendix A: Malpractice and Maladministration

All allegations of malpractice or maladministration will be pursued in accordance with JCO; Suspected Malpractice in Examinations and Assessments, Policies and Procedures

Examples of Centre staff malpractice:

- Breach of security (e.g. permitting, facilitating or obtaining unauthorised access to examination material prior to an examination, tampering with candidate scripts or controlled assessments or coursework after the collection and before dispatch to the awarding body/examiner/moderator, failing to keep candidates' computer files secure which contain controlled assessments or coursework)
- Deception (e.g. inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded, fabricating assessment and/or internal verification records or authentication statements)
- Improper assistance to candidates (e.g. assisting or prompting candidates with the production of answers; assisting candidates in the production of controlled assessments or coursework, or evidence of achievement, beyond that permitted by the regulators, permitting candidates in an examination to access prohibited materials (dictionaries, calculators, assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter beyond that permitted by the regulations)
- Failure to co-operate with an investigation
- Maladministration (e.g. failing to issue candidates the appropriate notices and warnings, failing to ensure that candidates' coursework or work to be completed under controlled conditions is adequately monitored and supervised)

Examples of candidate malpractice:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- Collusion - working collaboratively with other candidates, beyond what is permitted
- Copying from another candidate (including the use of IT to aid the copying)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework, or the contents of a portfolio
- Plagiarism- unacknowledged copying from published sources or incomplete referencing
- Impersonation - pretending to be someone else, arranging for another person to take one's place in an examination or an assessment