

# Exams Policy

2017/18

This policy is reviewed annually to ensure compliance with current regulations

This policy can be viewed on the school website.

<b>Approved/reviewed by</b>	
Gail Elms – Chair of Governors	
<b>Date of next review</b>	March 2019

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 effective exams system with clear guidance 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 every year by the Data & Examinations Manager.

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.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Exam's Officer**

- manages the administration of all external exams and internal exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding organisations.
- 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 publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.

- line manages exams invigilators by organising the recruitment, training, and monitoring of the team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding organisations 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, any post results service requests.

**Heads of department** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Data & Examinations Manager.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Data & Examinations Manager.

The **special educational needs coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the Examinations Officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

- assisting the Examinations Officer 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.

**Candidates** are responsible for:

- checking their statement of entries and individual timetables.
- 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.

## ***Qualifications offered***

The qualifications offered at this centre are decided by the Senior Leadership Team.

The types of qualifications offered are GCSE, BTEC, OCR (Cambridge) Nationals, VTCTs, and Sport Leaders.

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 a teacher in consultation with the Head of department.

## ***Exam series***

Internal exams (mock exams) and assessments are scheduled in Mock exam series.

External exams and assessments are scheduled in May/June. Some on demand external exams can be scheduled throughout each year.

Internal exams are held under external exam conditions.

The centre offers some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between Examinations Officer and the Head of Department.

## ***Exam timetables***

Once confirmed, the Examination Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins. The exam timetables will also be published on the School's website.

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

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal without the approval of the appropriate teacher, the Head of department or Deputy Headteacher.

The centre does not (unless in exceptional circumstances) accept entries from private candidates.

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

Entry deadlines are circulated to Heads of department/Subject leaders via email, notice board, briefing meetings and the Exams Cycle Calendar.

Heads of department will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late entries) require the authorisation of the Head of Department.

### ***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 organisations.

The Examinations Officer will publish the deadline dates well in advance for each exams series.

GCSE, BTEC, OCR (Cambridge) Nationals, VTCTs, and Sport Leaders entry exam fees are paid by the centre.

Late entry or amendment fees are paid by

- the centre if decided by the department;
- candidates if a result of candidates' own decision.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam without medical evidence or evidence of other mitigating circumstances.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Werneth School does not offer re-sits for exams unless the Head of department decides otherwise.

## ***Equality Legislation***

All exam centre staff must ensure that they comply with the Equality Act 2010.

The centre will comply with the legislation by making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding organisations, and JCQ. Disabled candidates must be fully supported with appropriate access arrangements. This is the responsibility of the Senior Leadership Team.

## ***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.

A candidate's access arrangements requirement is determined by the SENCO.

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 organisations is the responsibility of the Examinations Officer and SENCO.

Rooming for access arrangement candidates will be arranged by Examinations Officer in liaison with the SENCO.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SEN Department in liaison with the Examinations Officer.

## ***Contingency planning***

Contingency planning for exams administration is the responsibility of the Head of Centre and Examinations Officer. Contingency planning covers the procedure for any disruption to exams.

The centre's contingency planning should be in line with the guidance provided by JCQ and awarding organisations. <http://ofqual.gov.uk/documents/joint-contingency-plan-for-the-examination-system-in-england-wales-and-northern-ireland/all-versions/>

[See Contingency Policy](#)

## ***Estimated grades***

Are no longer required by the Exam Boards and no longer collected by the Examinations Officer.

## ***Managing invigilators***

External staff will be used to invigilate external examinations.

These invigilators will be used for external exams and some internal exams.

Recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager.

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

Invigilators rates of pay are set by the Business Manager.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer and Lead Invigilator.

## ***Emergency invigilation cover***

If, on the day of an exam, an invigilator fails to turn up or identifies that they are unable to invigilate an exam because of illness, bereavement or other trauma, then the Senior Leadership Team will identify emergency invigilation cover. This cover can come from staff within the centre who have had no involvement in preparing the students for the exam in question, are not current students nor are they any relative, friend or peer of a candidate in the examination room, unless a Conflict of Interest Form is signed.

## ***Malpractice***

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice.

## ***Exam days***

The Examinations 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 staff are responsible for setting up the allocated rooms, and will be advised of requirements a week in advance.

The Lead invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must remain outside the examination room. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be made available to Heads of department in accordance with JCQ's recommendations 24 hours after candidates have completed it.

After an exam, Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding organisations.

## ***Identification of Students***

Folders containing student photographs are available, in the exam rooms, for all to check the identity of a student if they are unsure.

If Invigilators are still unsure and need the identity confirming appropriate staff can be called to the exam hall, ie: Head of Centre, Head of Year. NOT THE CLASS TEACHER.

## ***Erratum notices***

The receipt of any erratum notices within the centre should be reported immediately to the Examinations Officer. A copy of the erratum notice will be provided to each

exam room where that examination is taking place and candidates notified accordingly.

## ***Candidates***

The Examinations Officer will provide written information about the exam series to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Heads of Departments and the Deputy Head teacher.

The centre's published rules on acceptable dress 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.

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 Examinations Officer.

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

The Examinations Officer is responsible for handling late or absent candidates on exam day.

## ***Late arrival of candidates***

Candidates who arrive late for examinations will be allowed the full time for that examination. Candidates who persistently arrive late for examinations will be reported to the Senior Leadership Team.

A candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, ie after 10.15am for a morning examination or after 2.30pm for an afternoon examination. If a candidate arrives very late for an examination then a full written report must be sent to the awarding organisation.

## ***Procedure for late arrivals***

A list of absences should be given to the receptionist in the main office by the Invigilator or the Examinations Officer as soon as possible after the candidates are seated. The receptionist should ring parents and contact the Head of Year, then

report to the Examinations Officer when a candidate has been located. When the candidate arrives at school they should be kept separately in the foyer until the Examinations Officer collects them. The candidate should hand in their mobile phone and be taken to the exam hall to complete the exam. The time of his arrival should be noted by the invigilator.

### ***Absent candidates***

Candidates who are absent for an examination should be contacted as to their whereabouts. The parent/carer should be told that the candidate has been identified as absent and advised to keep the candidate under supervision at all times until the candidate is handed over to a member of centre staff. In such circumstances the parent/carer and the candidate should sign an appropriate statement to confirm the supervision arrangements which were put in place

### ***Behaviour during Exams***

The school employs external invigilators to conduct examinations and ensure JCQ procedures are followed. If Invigilators suspect that students are breaking any of the regulations, they must inform the Exam's Officer.

Students must behave in a respectful manner towards invigilators and follow their instructions at all times.

If a student needs assistance students must raise their hand and wait for an invigilator to come to you. Students must never try to communicate in **any way** with any other candidates in the exam room.

### ***Food and drink in the Exam***

No food is allowed in the exam room.

Students may take a drink into the exam room but it must be in a clear plastic bottle with labels removed.

### ***Emergencies during an examination***

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Prepare to evacuate the exam room in accordance with JCQ guidance in the 'Instructions for conducting examinations'
- Evacuate the exam room in accordance with the centre's procedure
- Supervise candidates closely whilst outside the exam room
- Make a full report of the incident and of the action taken so that the Examinations Officer can send this to the awarding organisation

### ***Clash candidates***

The Examinations Officer in liaison with the Invigilators will be responsible as necessary for supervising escorts, identifying a secure venue and arranging

overnight stays. The Behaviour Managers will be responsible for supervising clash candidates, collecting them from the exam room, supervising them in a secure location and returning to the exam room in time for the next exam. Candidates must be supervised at all times.

### ***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 Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 10 days of the exam.

The Examinations Officer will make a special consideration application to the relevant awarding body by the deadline set by the Awarding Body.

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

It is the duty of Heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the Heads of departments and their staff. The Examinations Officer 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***

Only the Senior Leadership Team, Data & Examination Manager, Data Officer and Network Manager are able to view the restricted results on the day prior to results day.

Candidates will receive individual result slips on results days,

- in person at the centre
- by post to their home address - candidates to provide self-addressed envelope
- collected and signed for after results days.

The results slip will be in the form of a centre produced document with awarding organisations' Provisional Statements of Results attached.

Arrangements for the centre to be open on results days are made by the Business Manager and the Premises Manager.

The provision of the necessary staff on results days is the responsibility of the Senior Leadership Team.

### ***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 and will not be accepted without the Post-Result Services Form. A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate unless requested by the subject teacher and/or Head of department, in which case the cost is paid by the centre.

All decisions on whether to make an application for an EAR will be made by the candidate.

All processing of EARs will be the responsibility of the Data & Examinations Manager, following the JCQ guidance.

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

After the release of results, candidates may request the return of written exam papers within the internal deadline set by the Exams Office. This request should be made using the Post-Result Services Form.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of ATs will be paid by the candidate unless requested by the subject teacher and/or Head of department to support teaching, in which case the cost is paid by the centre.

Processing of requests for ATS will be the responsibility of Data & Examinations Manager.

### ***Certificates***

Candidates will receive their certificates

- at an awards ceremony organised by the centre
- in person at the centre
- collected and signed for.

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.

***Exam certificate archiving***

The centre retains certificates for a minimum of 4 years, after which they are destroyed via a confidential waste service.

A new certificate cannot be issued by the centre. A transcript of results may be issued if a candidate agrees to pay the costs incurred. Candidates may request new certificates from awarding organisations by following the processes outlined on their website; this will incur a cost.

This policy has been seen and agreed by the Achievement Sub-Committee Group on

Head of Centre: Mr A Conroy

Examination Officer: Mrs J A Green

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Chair of Governors: Mrs G Elms & Mrs V Howe

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Date: .....