

# Enterprise Learning Alliance

## Examination Policy



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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 every year.

**This policy should be considered together with:**

ELA Examination Conflict of Interests Policy  
ELA Examination Contingency Plan  
ELA Examination Internal Assessments Appeals Procedures  
ELA Examination Malpractice Policy  
ELA Non-Examined Assessments Policy  
ELA Examination Policy  
ELA Examination Word Processor Policy  
JCQ General Regulations  
JCQ Instructions for Conducting Examinations

The exams policy will be reviewed by the Senior Leadership Team and Examinations Officer.

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 as an exam 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*).
- Is responsible for checking SENCO holds correct qualification to administer Access Arrangement tests and for ensuring tests and applications for Access Arrangements are administered by the SENCO correctly.

### **The Examinations Officer:**

- Manages the administration of external exams.
- Advises the senior leadership team, subject leads and other relevant support staff on annual exam 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.
- 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 authorised by SENCo and makes applications for special consideration following the special consideration JCQ guidance.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Ensures candidates' controlled assessment marks are submitted, as well as any other material required by the appropriate awarding bodies, correctly and on schedule.
- Tracks, dispatches, and ensures teachers store returned coursework for the time as specified by awarding organisations.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- Advises the Head of Centre, Subject Leads and teachers of changes to JCQ and Examination Board regulations.
- Supports staff with specific queries for subject areas as they arise.
- Arranges and delivers annual training for invigilators.

**Subject Leads** are responsible for:

- Ensuring they follow exam board specifications, keeping up to date with changes for their subject courses, following correct procedures and adhering to entry and assessment regulations.
- Checks with teaching staff that the necessary controlled assessments are completed on time and in accordance with JCQ guidelines.
- 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 exams officer.
- Accurate completion of 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 subject leads and/or exams officer.

**The Special Educational Needs Coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and to process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the centre manager for return to exams officer at Westwood Centre.

**Candidates** are responsible for:

- confirmation of entries provided on statement of entries.
- 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 in consultation with Management Committee.

The types of qualifications offered are:

- GCSE
- AQA Step Up English and Maths
- NCFE Vocational
- NOCN Vocational
- VTCT Vocational

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 Officer must be informed by before the end of the preceding academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the Subject Leads.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Subject Lead in consultation with the Head of Centre.

### **Exam Timetables**

Once confirmed, the exams officer will circulate the exam timetables for external exams at least one month before each series begins.

### **Entries and Late Entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to Subject Leads via email.

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

GCSE re-sits/retakes are allowed. [OBJ]

Principal Learning re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by teachers in consultation with Subject Leads.

### **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 will publish the deadline for action well in advance for each exams series.

All internal exam entry fees are paid by the centre.

Late entry or amendment fees are paid by the central exams budget.

Fee reimbursements are not sought from candidates.

### **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation. This policy should be read in conjunction with the schools Inclusion Policy.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates, in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCO in consultation with the Examinations Officer.

### **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 arrangement requirements are 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 bodies is the responsibility of the SENCo.

Rooming for access arrangement candidates will be arranged by the Exams Officer. Students using laptops and scribes will be roomed separately when room resources are available.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Centre Mangers.

The IT Manager has responsibility for providing IT equipment for examinations to meet the requirements of the JCQ regulations. The Examinations Officer will provide the IT Manager with a timetable highlighting which resources will be required on which date and locations.

### **Non Examined Assessments (NEA)**

Please refer to [ELA Examined Assessments Policy](#)

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the Exams Officer.

The centre Contingency Plan is held in the centre JCQ file in the examinations office and is in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Please refer to [ELA Examinations Contingency Plan](#)

### **Managing Invigilators**

Internal staff will be used to invigilate examinations.

### **Malpractice**

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

Please refer to [ELA Malpractice Policy](#)

### **Exam Days**

Centre Mangers will book all exam rooms and collect the question papers, other exam stationery and materials from the Exams Officer at Westwood Centre.

Centre Mangers will supply all materials required such as black pens, pencils rubbers, maths equipment.

Centre Mangers will identify candidates.

The 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. 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 distributed to subject leads in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it.

After an exam, Centre Managers must return papers to the Exams Officer at Westwood who will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series.

Candidates are identified by the Head of ELA Centres and teaching staff, all examinations are invigilated by ELA staff who know the candidates and can identify them.

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 candidate 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 Head of Centre.

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

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

## **Clash Candidates**

The Exams Officer will be responsible, as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **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 to that effect. Centre Managers may also provide this information in writing to the Exams Officer.

The candidate must support any special consideration claim with appropriate evidence within two days of the exam if the Centre Manager is unable to support the claim in writing as above.

The Exams Officer will make a special consideration application to the relevant awarding body within seven days of the last exam in the series for each subject.

## **Results**

Candidates will receive individual result slips on results days,

- in person at the centre.
- by post to their home address
- collected by a third party and signed for subject to the student providing written consent.

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 Head of Centre.

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

The Head of Centre has authorised members of the Senior Leadership Team to be provided with results on pre-release day.

## **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**.

The cost of EARs will be paid by the candidate unless authorised by the Head of Centre.

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

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 Examinations Officer following the JCQ guidance.

## **Internal Appeals Procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment, details can be found in the Internal Appeals, Procedures and Appeals not to Support Enquiry about Results Policy.

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

After the release of results, candidates may ask subject staff to request the return of written exam papers within ten days of the receipt of results.

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 central exam budget.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

## **Certificates**

Candidates will receive their certificates collected in person and signed for at the centre.

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 one year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.