

Enterprise Learning Alliance

Examination Policy



Date	Approval Date	Review Date
20 December 2022	23 January 2023	19 December 2023

Contents

Exam Responsibilities	3
The Head of Centre	3
The Examinations Officer:.....	3
Subject Leads	4
Teachers	4
The Special Educational Needs Coordinator (SENCo)	4
Invigilators.....	4
Candidates.....	5
Qualifications offered.....	5
Exam Timetables.....	5
Entries and Late Entries	5
Exam Fees	6
Equality Legislation.....	6
Access Arrangements	6
Controlled Assessments (CA) and Non Examined Assessments (NEA)	7
Contingency Planning.....	9
Managing Invigilators.....	9
Malpractice	9
Exam Days	9
Candidates	10
Clash Candidates	10
Special Consideration.....	10
Results	11
Enquiries about Results (EAR)	11
Internal Appeals Procedure	11
Access to Scripts (ATS).....	11
Certificates.....	12

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.

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.

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*).
- 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 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.

- Ensures candidates' coursework/controlled assessment marks are submitted, as well as any other material required by the appropriate awarding bodies, 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.
- 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 coursework and/or 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 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 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
- BTEC
- ABC Foundation
- AQA Step Up English and Maths
- NCFE Vocational
- NOCN 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.

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

Controlled Assessments (CA) and Non Examined Assessments (NEA)

The Senior Leadership Team has responsibility for CA and NEA. The Deputy Head is the controlled assessment co-ordinator supported by the Subject Leads, Exams Officer, SENCo and teachers.

Senior Leadership Team

The Senior Leadership Team has overall responsibility for ensuring controlled assessment operates successfully, which involves:

- Establishing centre policy on CA and NEA.
- Assigning responsibilities to specific members of staff.
- Ensuring that all staff understand their roles and responsibilities.
- Dealing with issues arising, including resolving timetable clashes and obtaining additional facilities
- Agreeing procedures to be followed in the event of student or staff absence, misbehaviour, lost or damaged work etc.
- Monitoring the operation of CA and NEA – for example receiving reports from subject departments and/or the exams office.
- Monitoring procedures to be followed in the event of a query or complaint about CA and NEA (see Internal Appeals Procedure)

CA and NEA Co-Ordinator

The Deputy Head is the CA and NEA Coordinator, they will:

- Consult with subject departments.
- Draw up policy and plans for the senior leadership team to consider.
- Act as a central point of administration, dealing on behalf of the senior leadership team with the detail of managing controlled assessment.
- Make periodic reports to the senior leadership team to enable them to monitor arrangements for controlled assessment.
- Must be informed of all controlled assessments taking place, including those schedule to be completed in class time and in the usual classroom.
- Provide exam entry information as necessary to the Examinations Officer.
- Keep the Examinations Officer informed of all controlled assessments taking place.
- Map overall requirements for the year. Resolve any clashes/problems arising over the timing or operation of controlled assessments. Also any issues arising from the need for particular facilities (rooms, IT networks, time out of school etc).

Subject Leads

Each Subject Lead will need to:

- Develop their own departmental policy for CA and NEA.
- Will need to inform the CA and NEA Coordinator of all controlled assessments taking place in the department.
- Decide on timings of assessment to meet requirements of terminal assessment.
- Arrange internal standardisation of marking by all teachers involved in assessing an internally assessed component.
- Ensure that all teachers understand their roles and responsibilities in controlled assessment and are familiar with the requirements of the qualification specification including the different levels of control within the assessment and the necessary security arrangements.
- Ensure schemes of work incorporate controlled assessment appropriately.
- Consult with the Special Educational Needs Coordinator (SENCo) and Exams Officer on additional arrangements, which might be needed for particular candidates.
- Make contingency arrangements for the event of absences by candidates or teacher – for example a second, alternative date for the controlled assessment.
- Arrange for secure storage of assessment materials and candidates' work before, during and after the assessment.
- Obtain confidential materials and tasks set by the awarding organisation.

Teachers

Individual teachers will need to:

- Contribute to decisions about how the CA /NEA will be incorporated into the scheme of work to provide a coherent sequence of learning and ensure students are well-prepared for the controlled assessment – for example in developing linguistic or practical skills or carrying out fieldwork or research.
- Book facilities, resources and any specialist requirements needed for the controlled assessment.
- Supervise assessments, applying the specified level of control, and ensuring authentication forms are signed by candidates and the supervising teacher.
- Arrange for secure storage of assessment materials and candidates' work before, during and after the assessment.
- Complete and return mark sheets by the given deadlines.
- Take sensible precautions regarding the security of completed controlled assessment tasks, especially if they take work home to mark.

SENCo

The Special Needs Coordinator will:

- Liaise with Subject Leads Coordinator for the timetabling of CA NEA.
- Liaise with Subject Leads for the requirements of the CA NEA.
- Identify and assess those students who may need access arrangements and then provide Subject Leads with this information.
- Make applications for access arrangements.

- Manage use of Teaching Assistants in Controlled assessments.
- Ensure Teaching assistants are aware of the requirements of CA NEA.

The Exams Officer

- Liaise as necessary with the Senior Leadership Team, Subject Leads and individual teachers.
- Enter students for individual units, including CA and NEA units and externally examined units as advised by the subject areas.
- Be responsible, as necessary, for storage and transmission of information, data and confidential materials between awarding organisations and teachers.
- Receive and distribute mark sheets from the awarding bodies for completion by teaching staff, and collect/send them to awarding bodies before deadlines.

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.

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.

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.

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.

Note: 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.