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The purpose of this exam policy is:

- to ensure the planning and management of exams 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.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the head of centre, assistant principal and the exams officer.

## 1. Exam responsibilities

Head of Centre / Principal

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualification (JCQ) document *Suspected malpractice in examinations and assessments*.

Exams office manager / exams officer

Manages the administration of public and internal exams and analysis of exam results:

- advises 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 exam boards
- contributes to the production of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- maintains systems and processes to support the timely entry of candidates for their exams.
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- ensure that all candidates receive the required information from JCQ regarding controlled assessments and coursework assessments together with the rules and regulations for sitting written exams/on-screen tests and mobile phone and other electronic devices

- consults with teaching staff to ensure that necessary coursework/controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- order modified papers online
- receives, checks and stores securely all exam papers and completed scripts
- on exam days keep a track live papers – used and unused.
- ensures exam papers are all present according to the exam register, packaged up and ready for collection by Parcel Force
- makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- line manages the team of invigilators, including training.
- help with preparation of results reports for the SMT.
- submits candidates' coursework/controlled assessments marks, tracks despatch and stores returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests
- in consultation with Assistant Principal, KS4 & 5, ensure that all exam policies are kept up to date and are available for viewing on the college website.

#### Assistant Principal, Curriculum

- external validation of courses followed at key stage 4 / post-16.

#### Vice Principal, Learning and Teaching

- organisation of teaching and learning.

#### Heads of department

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures.
- accurate completion of coursework/controlled assessments mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets.
- Liaises with BTEC Quality Nominee and Lead IV/OCR course leaders to ensure that certifications have been checked and are correct prior to claiming
- adherence to deadlines as set by the exams officer and exam boards.
- co-ordination with SENCO re access arrangements, nominations/requirements

- nominate a departmental member with responsibility for access arrangement students and to be present at start of exams to give specific instructions and to check they are sitting correct tier.

#### Connexions Advisor

- guidance and careers information.

#### Teachers

- notification of access arrangements (as soon as possible after the start of the course).
- submission of candidate names to heads of department / faculty.
- responsibility for correct tier of entry submission to Head of Department
- teaching staff may be present at the start of an exam but must not read or remove papers from the exam room.

#### SENCO and nominated person from Learning Support Department

- administration of access arrangements.
- identification and testing of candidates' requirements for access arrangements.
- apply online for access arrangements for all exams
- administers access arrangements using the *JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*
- 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.
- liaise with individual department heads.

#### Invigilators

- collection of exam papers and other material from the exams officer before the start of the exam, when necessary.
- collection of all exam papers at the end of the exam and their return to the exams officer.
- responsible for all exam protocols, before, during and after the exam.

#### Candidates

- understanding coursework/controlled assessments regulations and signing a declaration that authenticates the coursework/controlled assessments as their own.

Administrative staff

- support for the input of data.
- posting of controlled assessments/coursework.

## **2. Qualifications offered**

Qualifications offered at this centre are decided by the head of centre.

The qualifications offered at present are GCSE, A levels (AS & A2), Entry Level, Functional Skills, OCR Nationals, NVQ, VRQ, BTEC, Diploma, Principal Learning

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the end of the summer term.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during year 12.

## **3. Exam seasons and timetables**

### 3.1 Exam seasons

Internal exams are generally scheduled in January and May/June.

External exams are scheduled in November, January, March and June.

All internal exams are held under exam conditions.

Which exam series are used in the centre is decided by the heads of subject and the heads of department.

### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

## **4. Entries, entry details, late entries and retakes**

### 4.1 Entries

Candidates are selected for their exam entries by the heads of subject, heads of department and the subject teachers.

When candidates receive their Statement of Entry it is their responsibility to check their exam entries/tier are correct and that their personal details are correct: name (spelling) and date of birth.

A candidate or parent/carer can request a subject entry, change of level or withdrawal after consultation with staff.

The centre accepts external entries from former students only.

### 4.2 Late entries

Entry deadlines are circulated to heads of department via email, noticeboard and post.

Late entries are authorised by heads of subject/heads of department

### 4.3 Retakes

Candidates are allowed to retake as necessary at AS and A2 providing Units are available.

Retake decisions will be made in consultation with the candidates and the subject teachers.

(See also section 5: Exam fees)

## **5. Exam fees**

### **KS4**

Initial registration and entry exam fees are paid by the centre.

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

## **KS5**

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

At KS5 retake fees for first and any subsequent retakes are paid by the candidates (See also section 4.3: Retakes)

Late entry or amendment fees are paid by the candidates.

## **KS4 and KS5**

Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary coursework/controlled assessments requirements.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

### 6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Special needs

A candidate's special needs requirements are determined by the SENCO.

The subject teachers will inform the SENCO of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO.

Submitting online access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming and invigilation for access arrangement candidates will be arranged by the exams officer.

Support for access arrangement candidates will be organised by the nominated person from the Learning Support Department.

## **7. Estimated grades**

### 7.1 Estimated grades

The heads of department/heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators will be used for exam supervision.

They will be used for all external exams and some internal exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the centre administration.

### 8.2 Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator/s.

The site management team is responsible for setting up the allocated rooms.

Assistant Principal, KS4 & 5, Head of Subject or Exams Officer will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates and to ensure correct paper/s being sat. They must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

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 heads of department/subject at the end of the exam session.

## **9. Candidates, clash candidates and special consideration**

### 9.1 Candidates

It is the candidates responsibility to check for any clash of exams.

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

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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

The administration staff will attempt to contact any candidate who is not present at the start of an exam. The exams officer will deal with them when they arrive in accordance with JCQ guidelines.

### 9.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

### 9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example 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.

## **10. Coursework/controlled assessments and appeals against internal assessments**

### 10.1 Coursework/controlled assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework/controlled assessments are ready for despatch at the correct time and the exams officer will keep a record of the date work was sent and to whom. Teachers to inform pupils of the unmoderated marks when they are despatched to exam boards.

Marks for all internally assessed work are provided to the exams office by heads of subject or heads of department.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available on the College website.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- candidates may appeal if they feel their coursework/controlled assessments has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- within 7 days of being given their mark appeals should be made in writing to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **11. Results, enquiries about results (EARs) and access to scripts (ATS)**

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home address.

Arrangements for the school to be open on summer results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

### 11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking or if it is believed a remark could change the candidates grade. Candidates signed consent must be obtained.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. However if a grade is changed as a result of this process any cost will be refunded by the exam board.

It is important that the candidates realises that marks can go down as well as up.

(See section 5: Exam fees)

### 11.3 ATS

#### GCE only

After the release of results and before applying for a re-mark candidates may request a photocopy of an exam paper within three days' scrutiny of the result, if the candidate is relying on the result for entry to higher education.

#### GCSE and GCE

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## 12. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have a signed note of consent from the candidate.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year.

If the certificate is lost by the candidate only a Statement of Results slip is obtainable from some exam board/s although some do provide a new certificate. The cost to the candidate is approx. £35 for each exam board.

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<b>Assistant Principal, KS4 &amp; 5</b>	D C Robinson
<b>Exams officer</b>	E D'Urso

**Date** 20 October 2011

The policy is next due for review on 20/10/2013