******

###### **Exam Policy & Practise**

|  |  |  |
| --- | --- | --- |
| **Approved by:** | **David Ollier** | **Date:** **April 2019** |
| **Last reviewed on:** | **April 2019** | |
| **Next review due by:** | **April 2020** | |

# Exams Policy

## Contents

|  |
| --- |
| * The centre exams policy * Qualifications * Exam series and timetables * Entries, entry details and late entries * Exam fees * Equality legislation * Estimated grades * Managing invigilators * Candidates * Internal assessments and appeals * Results * Certificates |

The policy is next due for review on ***April 2020***

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 Exams Officer and Head of Centre

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*.

**Exams Officer**[[1]](#footnote-1):

* manages the administration of *internal exams.*
* advises the senior management team, subject and class tutors, and other relevant support staff on annual exams 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.
* 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 publication *A guide to the special consideration process*.
* 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, and 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 SMT, any post results service requests.
* identification and arranging testing of candidates’ requirements for access arrangements
* process any necessary applications in order to gain approval.

***Subject Leaders***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 exams officer.
* accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
* decisions on post-results procedures.

**Invigilators** are responsible for:

* assisting the exams 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:

* confirmation and signing 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 *Head of Centre.*

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 asap.

Informing the exams officer of changes to a specification is the responsibility of the Subject Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken by *Subject Leaders* in consultation with the *SMT.*

## Exam Series

Internal exams (mock or trial exams) and assessments are scheduled in December.

External exams and assessments are scheduled in May/June. During the exam series the Sible Hedingham site will be closed on exam days, to students not taking part in those specific examinations. The Yellow House will make every effort to accommodate those students elsewhere if that is logistically possible. On some occasions due to the number of candidates and invigilators required it may be necessary to close the Clare site for those particular examinations.

Internal exams *are* held under external exam conditions.

The centre *does* offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed by the Exams Officer.

## Exam Timetables

Once confirmed, the exams officer will circulate the exam timetables for *internal exams* after entries have been confirmed.

## Entries, Entry Details and Late Entries

*Candidates or parents/carers can request a subject entry, change of level or withdrawal but will be subject to examination fees as published by AQA.*

*The centre does not accept entries from private candidates.*

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

Entries and amendments made after an awarding organisation’s deadline (i.e. late) require the authorisation of the SMT.

*GCSE re-sits/retakes are allowed BUT decisions will be made by the Subject Leader in consultation with the SMT.*

## Exam Fees

*Centre decisions on GCSE Exam entries,* late entries, amendments or Re-sits are paid by the *centre.*

## Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

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

## Access Arrangements

A candidate's access arrangements requirement is determined by the *SENCo and Head of Centre.*

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 *Examination Officer.*

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

## Contingency Planning

Contingency planning for exams administration is the responsibility of the *Examination Officer.*

Contingency plans are available via *briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

## Estimated Grades

Subject Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## Managing Invigilators

External staff will not be used to invigilate examinations.

Invigilators are timetabled, trained, and briefed by the *Examination Officer.*

## Malpractice

The head of centre in consultation with the *Examination Officer* is responsible for investigating suspected malpractice.

## Exam Days

The exams officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

The *Examination Officer* will start and finish all exams in accordance with JCQ guidelines.

In accordance with Section 18.1 of the JCQ Instructions for conducting examinations the exam officer and another individual must check the day, date, time, subject, unit/component and tier of entry before a question pack is opened.

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 in the exam room 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.

After an exam, the exams officer 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. A formal briefing session for candidates may be given by the Subject Leaders.

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.

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

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

## Clash Candidates

The *Examination 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 *Examination Officer* to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

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

## Internal Assessment

It is the duty of Subject Leaders 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 all internally assessed work are provided to the exams office by the Subject Leaders. The exams 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

Candidates will receive individual results slips on results days,

* *posted (first class)*

Arrangements for the centre to be open on results days are made by the *Examination Officer.*

## 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, 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 *centre.*

All decisions on whether to make an application for an EAR will be made by Subject Leaders in conjunction with the SMT.

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 *Examination Officer* following the JCQ guidance.

## Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within *20* 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.

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of *Examination Officer*

## Certificates

Candidates will receive their certificates

* *posted (recorded delivery)*

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.

**Head of Centre Exams Officer**

**................................. .................................**

**Date**

**.................................**

© Crown copyright [2013]

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit **http://www.nationalarchives.gov.uk/doc/open-government-licence**/ or e-mail: **psi@nationalarchives.gsi.gov.uk**.

Where any third party copyright information has been identified you will need to obtain permission from the copyright holders concerned.

1. [↑](#footnote-ref-1)