

## Assessment Information – KS4

# EXAMINATIONS POLICY

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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 annually by the Exams Officer and the Head of Centre.

### **1. Exam responsibilities**

Head of Centre

Overall responsibility for the school 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 Qualifications document ( JCQ ) - *Suspected malpractice in examinations and assessments*.

Exams Officer

☑ Manages the administration of public and internal exams and assists Data Manager with 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

- ☑ oversees the production and distribution to staff, governors 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/carers are informed of and understand those aspects of the exam timetable that will affect them
- ☑ consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines

- ☑ provides and confirms detailed data on estimated entries
- ☑ receives, checks and stores securely all exam papers and completed scripts
- ☑ administers access arrangements and 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 and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- ☑ submits candidates' coursework marks, tracks despatch and stores returned coursework 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 Senior Leadership Team, any appeals/re-mark requests
- ☑ maintains systems and processes to support the timely entry of candidates for their exams.

#### Vice Principal

- ☑ Organisation of teaching and learning.
- ☑ External validation of courses followed at key stage 4 .

#### Lead Learners

- ☑ To ensure that no member of staff or student is involved with any form of malpractice that will break examination board regulations
- ☑ Systems must be in place to moderate coursework and to ensure that no form of malpractice takes place in any subject that they are responsible for. Failure to do so may result in disciplinary action
- ☑ To ensure that teaching staff obtain Candidate Authentication forms for all subjects which have coursework components.
- ☑ If there has been any change of syllabus or examination board from the previous year, the Exams Officer must be informed by July 1<sup>st</sup> for the course commencing in September.
- ☑ Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- ☑ To co-ordinate the starting of all exams within their faculty
- ☑ Involvement in post-results procedures.
- ☑ Accurate completion of coursework mark sheets and declaration sheets.

☑ Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Teachers

☑ **Ensure that any coursework requirement is completed in accordance with the examination board regulations and any suspicion of any form of malpractice must be communicated to their line manager immediately. Failure to do so may result in disciplinary action.**

☑ Ensure that candidates complete coursework authentication forms for all subjects that have coursework components.

☑ Notification of access arrangements (as soon as possible after the start of the course).

☑ Submission of candidates' names to heads of department/school/curriculum.

Senco

☑ Administration of access arrangements.

☑ Identification and testing of candidates, requirements for access arrangements.

☑ Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Invigilators

☑ Distribution of exam papers and other material to students before the start of the exam.

☑ Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Officer.

☑ Supervision of students during exams ensuring JCQ guidelines are adhered to.

☑ Communicating to the Exams Officer any concerns regarding the behaviour of students in any examination

Candidates

☑ Confirmation and signing of exam entries and understanding of exam behaviour expectations.

☑ Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

☑ Follow “examination rules and behaviour expectations” guidelines

## **2. Qualifications offered**

Qualifications offered at this centre are decided by the Head of Centre, Vice Principal and the Senior Leadership Team.

Qualifications offered are GCSE's Btec Level 2 qualifications and ECDL at key stage 4.

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

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

### **3.1 Exam seasons**

Internal exams are scheduled throughout the school year, dates to be decided by Senior Leadership Team and published on the working calendar.

External exams are scheduled in May and June.

All internal exams are conducted under external exam conditions.

### **3.2 Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams. All exam timetables will be published on the school website.

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

### **4.1 Entries**

Candidates are selected for their exam entries by the Lead Learners and the subject teachers. Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The centre does accept entries from external candidates.

### **4.2 Late entries**

JWA exam entry deadlines are published on the working calendar

Late entries/withdrawals are to be authorised by the Principal.

## 5. Exam fees

The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by 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.

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

### 6.1 Disability Discrimination Act ( DDA ) 2005

The DDA 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 and educational psychologist / specialist teacher. The SENCO will inform subject teachers 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 can 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 and the Exams Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Officer. Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.

## 7. Estimated grades

Estimated grades ( where required by Examination boards )

Lead Learners will submit estimated grades to the Exams Officer. The deadline will be agreed by the Senior Leadership Team.

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

### **8.1 Managing invigilators**

External invigilators will be used for some internal exams and all external exams. The recruitment of invigilators is the responsibility of the Exams Officer. Securing the necessary (DBS) clearance for new invigilators is the responsibility of the exams office. DBS 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 SPTA.

### **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 exam.

Site management is responsible for setting up the allocated rooms. Exams will be started by a member of subject teaching staff in accordance with JCQ guidelines.

A member of senior leadership team will be present at the beginning and end of external exams. Subject staff may be present at the start of the exam to read out any subject-specific instructions and to assist with identification of candidates but 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 departments at the end of the exam series.

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

### **9.1 Candidates**

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. Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them. Home School Liaison Officer will attempt to contact students who are late for an exam.

## 9.2 Clash candidates

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

## 9.3 Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three 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 and appeals against internal assessments/controlled assessments

### 10.1 Coursework

Candidates who have to prepare coursework should do so by the approved Centre deadline. Lead Learners will ensure all coursework is ready for despatch by the Centre deadline. The Exams Officer will check the administrative forms have been completed correctly and the "sample" is complete also retaining a record of what has been sent when and to whom. Marks for all internally assessed work and estimated grades are provided to the exams office by Lead Learners. The deadline will be decided by the Extended Leadership Team. All staff who moderate coursework will be required to sign a declaration to confirm that plagiarism has not taken place.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office. 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 has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- ☑ appeals should be made in writing to the Head of Centre who will decide whether the process used conformed to the necessary requirements
- ☑ 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. Arrangements for the school to be open on 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 ( Enquiries about results )**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre’s expense. 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.

**11.3 ATS ( Access to scripts )**

After the release of results, candidates may ask subject staff to request the return of papers within three days’ scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, 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. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

Head of Centre Principal	Mr R Spendlow	
Exams Officer	Mrs S Dickson	
Governor	Mrs C Dixon	
Governor	Mr K Vincent	

Date	November 3 <sup>rd</sup> 2016
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