



Policies and Procedures

Examinations

Exams 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 students.
- 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.

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 Academy 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***. The publication is available on the JCQ website – <http://www.jcq.org.uk/exams-office/malpractice>

Exams Officer

- manages the administration of some internal exams and all external exams.
- advises the senior leadership 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 students, of an annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that students 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 students 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 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.

- Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures students' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks returned coursework /controlled assessments and returns to Departments.
- arranges for dissemination of exam results and certificates to students and forwards, in consultation with the SLT, any post results service requests.

Subject Leaders are responsible for:

- guidance and pastoral oversight of students 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.
- Informing exams officer of any changes to tiers etc
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- stores returned coursework / controlled assessments.
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Subject Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The SENCo is responsible for:

- identification and testing of students' requirements for access arrangements and notifying the exams officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by students in exams rooms.

Lead invigilator/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.

Students 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 the 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 types of qualifications offered are GCSE, GCE, BTEC, OCR National

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 office must be informed by 18 September 2015.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a student should be entered for a particular subject will be taken by Head of Department in consultation with the subject teacher.

Exam series

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

University Admissions testing is held in the Autumn.

External exams and assessments are scheduled in November and the summer series.

Year 11, 12 and 13 Internal exams are held under external exam conditions.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

Entries, entry details and late entries

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

The centre does not accept entries from private students.

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

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings, and internal pigeon hole.

Subject Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Subject Leader and agreed by the Head of Centre.

GCSE re-sits are allowed.

AS re-sits are allowed.

A2 re-sits are allowed.

Re-sit decisions will be made by subject teacher in consultation with head of department.

Exam fees

Students 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.

GCSE entry exam fees are paid by the centre.

AS entry exam fees are paid by the centre

A2 entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department/centre.

Fee reimbursements are sought from students:

- If they fail to sit an exam.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the students/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 they provide students in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENCo will inform subject teachers of students with special educational needs and any special arrangements that individual students will need during the course and in any assessments/exams.

A student's access arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a student's access arrangement is the responsibility of the SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement students will be arranged by the SENCo/Exams Officer.

Invigilation and support for access arrangement students, as defined in the JCQ access arrangements regulations, will be organised by the SENCo/Exams Officer.

Contingency planning

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

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

Estimated grades

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

Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and/or external exams. Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary DBS clearance for new invigilators is the responsibility of the HR department.

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

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice

The head of centre in consultation with Exams Officer is responsible for investigating suspected malpractice. The centre agrees to:

- Notify an awarding body as soon as it is discovered, by completing appropriate documentation, any established, suspected or alleged case of malpractice which includes maladministration.

Plagiarism

Where plagiarism is suspected, the assessor should have an initial informal discussion with the student to:

- Make sure they are aware of the seriousness consequences of plagiarism
- Arrange to re-submit the assessment following a revision of referencing etc
- Record the outcomes in the student file

If the initial discussion fails to lead to a satisfactory outcome, the case must be investigated and dealt with through the disciplinary process.

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.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The Exams Officer/Invigilator 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 students. 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 heads of department in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Students

The exams officer will provide written information to students in advance of each exam series. A formal briefing session for students may be given by the Exams Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Students' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room students 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 students are dealt with in accordance with JCQ guidelines. Students are expected to stay for the full exam time at the discretion of the Exams Officer.

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

The Exams officer/Invigilator is responsible for handling late or absent students on exam day.

Clash students

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

Special consideration

Should a student 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 student's responsibility to alert the centre's Exams Officer to that effect.

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

The exams officer will then make a special consideration application to the relevant awarding.

Internal assessment

It is the duty of heads of department 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 teacher. The process for managing appeals against internal assessments is details in a separate appeals policy, available from the exams office.

Internal Verification

This is carried out by one or more Internal Verifiers and involves 2 key processes: verification and standardisation. Internal Verification involves a series of activities that must take place during the course of an Internal Verification cycle

Results

Students will receive individual result slips on results days,

- in person at the centre.
- by post to their home address - students to provide self-addressed envelope.
- collected and signed for (**by prior arrangement with the Exams officer**).

Arrangements for the centre to be open on results days are made by the Head of Centre

Enquiries about Results (EAR)

EARs may be requested by centre staff or the student following the release of results. A request for a re-mark or clerical check requires the written consent of the student, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of students.

The cost of EARs will be paid by the student.

If a student's request for an EAR is not supported, the student 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 Exams Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, students may ask subject staff to request the return of written exam papers.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students must be obtained.

Re-marks cannot be applied for once an original script has been returned.

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

Certificates

Students will receive their certificates

- in person at the centre.
- collected and signed for.

Certificates can be collected on behalf of a student by third parties, provided they have written authority from the student to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for two years.

Principal:

Exams Officer:

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Date

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The policy is next due for review on *12 September 2016*