



## 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 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.

This policy should be read in conjunction with the school's Exam Contingency Procedure document.

The exams policy will be reviewed every two years and will next be reviewed in September 2022. The exams policy will be reviewed by the examinations officer.

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 Teacher:

- Has overall responsibility for the school 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 for suspected malpractice in examinations and assessments.

Exams officer:

- Manages the administration of internal and external examinations.
- 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 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.
- 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 SLT, any post results service requests.

Head Teacher, Assistant Head and lead teachers 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.

Teachers are responsible for:

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

The Assistant Head is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements.
- 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.

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.

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 Teacher.  
The types of qualifications offered are:

NCFE <https://www.ncfe.org.uk/>

Informing the exams office of changes to a specification is the responsibility of the Head Teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by the subject teacher in consultation with the Assistant Head and Head Teacher.

### **Exam series**

External exams and assessments are scheduled in May and June.

Internal exams are held under external exam conditions.

The Head Teacher decides which exam series are used in the centre.

### **Exam timetables**

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

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

Entry deadlines are circulated to lead teachers via noticeboard, briefing meetings.

Lead teachers 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 Head Teacher.

Functional skills resits are allowed.

Re-sit decisions will be made by the subject teacher in consultation with the Assistant Head and Head Teacher.

### **Exam fees**

Candidates 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.

Functional skills and entry exam fees are paid by the school.

Late entry or amendment fees are paid by the centre, schools or private candidates.

Fee reimbursements are not sought from candidates:

- 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 school.

Failure to attend an exam could mean that the qualification is not completed and a grade cannot be awarded in that subject, or, a grade will be issued based only on the completed units.

### **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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Assistant Head and Head Teacher.

### **Access arrangements**

The Assistant Head 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 arrangements requirement is determined by the Head Teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Head Teacher and Assistant Head .

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 exams officer.

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

### **Estimated grades**

The Head Teacher, SENCo and subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Head Teacher and exams officer.

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

**See also EXAM CONTINGENCY PROCEDURE DOCUMENT**

### **Managing invigilators**

External staff will not be used to invigilate examinations.

The invigilators will be used for internal examinations.

### **Malpractice**

The Head teacher in consultation with the exams officer is responsible for investigating suspected malpractice.

### **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

The exam officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not 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. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than one hour after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Assistant Head .

### **Candidates**

Candidates will be informed when exams are to take place. A formal briefing session for candidates may be given by the subject teacher.

The school's published rules on acceptable 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 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. Candidates are expected to stay for the full exam time at the discretion of the exams officer.

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.

The exams officer will be responsible for supervising escorts, identifying a secure place for them to wait in.

### **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 or parent's/carer's responsibility to alert the exams officer at the centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 30 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 30 days of the exam.

### **Internal assessment**

It is the duty of the subject teachers 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 Head Teacher and Assistant Head . 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 OCR's Appeals Procedure document.

### **Results**

Candidates will receive individual results slips when the centre is open:

- In person at the centre.
- Parents/carers will be contacted by post.

The results slip will not be in the form of a centre produced document.



### **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 if the candidate is on roll at the school.

All decisions on whether to make an application for an EAR will be made by the Head Teacher.

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 the OCR Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Head Teacher following the JCQ guidance.

#### Appeals against internal assessments

- 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 portfolio of evidence has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing to the Head Teacher (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head Teacher/nominee's SMT findings will be notified to the Candidate in writing, copied to the exams officer and internal moderator and recorded for awarding body inspection.

### **Certificates**

Candidates will receive their certificates:

- In person at the centre
- Or by post (recorded delivery) to their home address

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 ten years.

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.

### **Emergency evacuation procedure for examinations**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.