

Exams Policy










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 and ensure the operation of an efficient exam system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy.










Exam Responsibilities

In addition to the Exams Officer, the academy will have a senior member of staff designated as the Head of Centre with overall responsibility for the academy as an exam centre. The Exams Officer advises on appeals and remarks. The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*suspected malpractice in examinations and assessments*'.

Exams Officer



The Exams Officer manages the administration of public and internal exams and:

-  advises the senior management 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
-  communicates regularly with staff concerning imminent deadlines and events
-  ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
-  updates the exam page on the academy website
-  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
-  assists with analysis of exam results

-  administers access arrangements and makes application for special consideration using the *JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examination*
-  identifies and manages exam timetable clashes
-  accounts for income and expenditures relating to all exam costs
-  manages 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
-  arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests
-  maintains systems and processes to support the timely entry of candidates for their exams
-  organises any agreed Presentation Evenings





Head of Centre

The Head of Centre is responsible for:

-  the organisation of external validation of courses followed at relevant key stages
-  the analysis of exam results with the assistance of the Exams Officer

Heads of Department

Heads of key stages or departments are responsible for:

-  guidance and pastoral oversight of candidates who are unsure about exam entries
-  amendments to entries Involvement in post-results procedures
-  the accurate completion of coursework mark sheets and declaration sheets
-  the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer

Designated Careers Lead

Members of staff that are designated to lead on careers guidance should ensure that relevant information is available for students in line with the academies policy.

Teachers

Teachers are responsible for:

- ♥ the notification of Access Arrangements (as soon as possible after the start of the course)
- ♥ the submission of candidate names to the Exams Officer

SENCO

Designated SENCOs are responsible for:

- ♥ the administration of Access Arrangements
- ♥ the 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 candidates achieve their course aims

Lead Invigilator/Invigilators

Appointed invigilators are responsible for:

- ♥ the collection of exam papers and other material from the exams office before the start of the exam
- ♥ the collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- ♥ the supervision of clash candidates on the Centre's behalf
- ♥ notifying the Exam Officers of any incidents/warnings given or malpractice

Managing invigilators:

- ♥ The recruitment of invigilators is the responsibility of the Centre administration.
- ♥ Securing the necessary DBS clearance for new invigilators is the responsibility of the Centre administration.
- ♥ Invigilators are timetabled and briefed by the Exams Officer

Candidates

All candidates are responsible for:

- ♥ checking their individual entries
- ♥ attending the exam at the correct time/venue
- ♥ coming to the exam appropriately dressed with the correct equipment
- ♥ understanding coursework regulations and signing a declaration that authenticates the coursework as their own

Statutory Tests and Qualifications Offered

The Head of Centre along with any of the following staff: Deputy Head, Heads of Curriculum, Heads of Subject and the Heads of Department decide upon the syllabus to be taught.

The statutory tests and qualifications offered in any academic year may be found in the Centre's published prospectus for that year. If there is a change of syllabus from the previous year, the Exams Office must be informed during term 6 prior to the commencement of the new course.

Timetables

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

Entries

Candidates are selected for their exam entries by the Heads of Faculty, and Subject Teachers. Alteration to entries or withdrawal is made in consultation with subject staff/parents/carers and Heads of Faculty in the case of withdrawal of entry.

The Centre does not accept entries from external candidates.

Late entries are authorised by the Head of Centre.

The Equality Act 2010 (previously Disability Discrimination Act, DDA)

The Equality Act 2010 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.

Special needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform the Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer can then inform individual staff of any Access Arrangements

that individual candidates may be granted during the course and in the exam.

Access Arrangements

Identifying the candidates eligible for Access Arrangements is the responsibility of the SENCO.

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

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 Exams Officer will be responsible, as necessary, for processing documentation to secure exam board permission for identifying a secure venue and arranging overnight stays if required.

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.

Exam Disruption

In the event of exam disruption, we would refer to either the JCQ Advice to Centre – Sever Weather Conditions document or the Ofqual Joint Contingency Plan, as appropriate.

Coursework

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 is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom.

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






The delivery and conduct of Controlled Assessment is detailed in a separate policy.

Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject. The main points are:

-  Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
-  Candidates may also appeal if they feel they have been disadvantaged by the process leading to an assessment
-  Appeals should be made in writing by 30 June to the Head of Centre, 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

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

-  Candidates will receive access to their results at 9.00am on results day.
-  Results will not be given to a third party without prior permission of the candidate.
-  Results cannot be conveyed to the candidate by the exams office over the phone.
-  Arrangements for the academy to be open on results days are made by the Exams Officer/Head of Centre.
-  The provision of staff on results days is the responsibility of the Head of Centre

ATS

- After the release of results, candidates, in consultation with subject staff, may request the return of papers within three days' scrutiny of the results. Candidates must make payment prior to ATS being actioned on their behalf.
- Subject staff may request ATS for a group of candidates if there are reasonable grounds for believing an error has occurred. Departments meet the cost of this service from their assigned budget.
- If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark (providing the original script has not been requested – remarks are only available for photocopied scripts).
- Candidate may be required to pay the costs incurred.
- ATS service is not available for GCSE qualifications.

EARs

- EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Payment and consent forms must be in place before an EAR is actioned. Candidates meet any charges incurred through EARs.
- Centre staff may also request scripts for teaching purposes. Consent of candidates must be obtained beforehand.
- GCSE/GCE re-marks cannot be applied for once an original script has been returned.

Certificates

- Certificates are presented in person and collected and signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing.
- Certificates are not withheld from candidates who owe fees.
- The Centre retains certificates for one year.