



EXAMINATIONS

Contents

1. The 11-16 exam policy
2. Qualifications
3. Exam series and timetables
4. Entries, entry details and late entries
5. Exam fees
6. Disability Discrimination Act (DDA), special needs and access arrangements
7. Estimated grades
8. Managing invigilators and exam days
9. Candidates
10. Internal assessments and appeals
11. Results
12. Certificates

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.

This exam policy will be reviewed by the Head of Centre, Deputy Head and the Operations Manager.

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 JCQ document *Suspected malpractice in examinations and assessments*.

Operations Manager

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application of procedures as set by the various awarding bodies
- 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 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 publications Access arrangements, reasonable adjustments and special consideration 08/09.
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges

- Line manages the senior exam invigilator in organizing the recruitment, training and monitoring of a team of exam 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 SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams

Deputy Head

- Organises teaching and learning.
- Manages external validation of courses followed at Key Stage 4/Post-16.

TICs are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- 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 Operations Manager.
- Setting and marking of appropriate exam papers for all internal exams including mock GCSE

Teachers are responsible for:

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to TICs.

The SENCO is responsible for:

- 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, IT equipment — to help candidates achieve their course aims.

TiC EAL is responsible for:

- Identification of candidates in need of language support, i.e. those who have been in the country less than 2 years at the date of the exam

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre, Deputy Head and Heads of department.

The qualifications offered are Functional Skills, Diploma, GCSE, Entry Level and BTEC, DiDA and OCR Nationals (ICT).

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed by 05/09/2011.

Informing the exams office of changes to a specification is the responsibility of the Deputy Head and Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the SENCo, Subject teachers, Head of subject and Deputy Head.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams and assessments are scheduled in December, March, May and June.

External exams and assessments are scheduled in November, January, March, May and June.

All internal exams are held under external exam conditions.

The TiC decides which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams officer, is the policy for offering on-demand testing.

3.2 Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study Reducing late exams entries: Practical advice from your Exams Office colleagues.

Candidates are selected for their exam entries by the TiCs.

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

The centre does not accept entries from external candidates.

The centre does not act as an Exam Centre of other organizations.

Entry deadlines are circulated to heads of department via Email and Briefing meeting.

Late entries are authorised by the Deputy Head and Exams Officer.

GCSE re-sits are allowed.

Re-sit decisions will be made in consultation with the Exams Officer, Deputy Head and Heads of subject.

5. Exam fees

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.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit and exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

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

6.1 Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act given protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Exams officer.

6.2 Access Arrangements

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.

A candidate's access arrangements requirement is determined by the SENCO.

Making access arrangements for candidates to take exams is the responsibility of the Exams Officer.

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

Rooming for access arrangements 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.

6.3 Overseas Pupils

Managing overseas pupils is the responsibility of the SENCO and TIC EAL.

6.4 Contingency Planning

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

6.5 Private Candidates

Managing private candidates is the responsibility of the Exams Officer.

7. Estimated grades

Estimated grades

The Deputy Head and Heads of department are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

Leadership will provide 1 senior invigilator per exam room as appropriate for KS4 internal exams and all external exams. Invigilation timetable will be produced by the Operations Manager and passed to leadership 2 weeks before the start of the exam season for approval/amendment.

External agency invigilators will be used for KS4 internal exams and all external (and some internal) exams. It is the responsibility of the Operations Manager to book sufficient invigilators for each session.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

CRB fees for securing such clearance are paid by the agency.

Invigilators are timetabled and briefed by the exams office staff.

Invigilators rates of pay are set by the centre administration.

8.2 Malpractice

The Exams Office is responsible for investigating suspected malpractice.

8.3 Exam days

The Operations Manager will book all exam rooms after liaison with the Director of Resources and make the question papers, other exam stationery and materials available for the senior invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will conduct all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted. Any subject staff must either leave before the exam papers are opened or stay in the exam room until the exam is finished.

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 Heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

9. 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

Note: Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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 by providing 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. Internal Assessments and Appeals

10.1 Internal Assessments

Internal assessment replaces the largely discontinued term coursework.

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.

10.2 Marks and Appeals

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Office.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses.

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

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

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 support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of subject staff, they will be charged.

11.3 ATS

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 an original script has been returned.

12. Certificates

Certificates are presented in person or posted (first class).

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for three years.