



Exam 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 every two years.
- This exam policy will be reviewed by the Headteacher, Exams Officer and the governors.

Exam responsibilities

Headteacher

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public and internal exams:

- advises the senior leadership team, subject and class tutors and other relevant support staff on exam timetables and application procedures as set by the various exam boards.
- oversees the production and distribution to staff, governors and candidates of
- a 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
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises and line manages the exam invigilators
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks, despatches 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.

Assistant Headteacher (Teaching & Learning)

- Organisation of curriculum and assessments.
- Validation of courses followed at Key Stage 4.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.

Subject Leaders

- 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 and controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

CEIAG Coordinator

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the

- course).
- Submission of candidates' names to Subject Co-ordinators/school/curriculum.

SENCO

- Administration of 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*
- 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

- 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 their return to the exams office.
- All the above in accordance with JCQ guidelines.

Candidates

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

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Headteacher, Assistant Headteacher (Teaching & Learning) and the Subject Leaders. The statutory tests and qualifications offered are GCSE, BTEC Diploma and Certificate, Diploma and FCSE (Foundation Certificate Secondary Education)

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 syllabus from the previous year, the exams office must be informed as soon as the decision is made. Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, SENCO, Subject Leaders and the Assistant Headteacher (Teaching & Learning) and the Headteacher.

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 in the school calendar and published in September.

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

Internal exams in GCSE Mock Exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Subject Leaders

3.2 Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams. These will be displayed on the exam board, in form rooms, on the website and individual copies issued to pupils.

4. Entries, entry details and late entries

4.1 Entries

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

4.2 Late entries

Entry deadlines are circulated to Subject Leaders by the Exams Officer individually in paper format and via email. Late entries are authorised by the Exams Officer.

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 DDA

The Disability Discrimination Act 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.

- 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.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- 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.

8. Managing invigilators and exam days

8.1 Managing invigilators

- External invigilators will be used for external exams. As far as possible, external invigilators will be used for internal exams; although teachers who would have been teaching pupils who are in an exam may be called upon where necessary.
- The recruitment of invigilators is the responsibility of the Senior Leader who line manages the exams officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration. Safeguarding training and subsequent qualification of exam invigilators is the responsibility of the centre administration.
- CRB fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the exams office.
- Invigilators' rates of pay are set by the centre administration.

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 invigilator.
- Site staff are responsible for setting up the examination rooms.
- The Lead Invigilator will start all exams in accordance with JCQ guidelines.
- 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 the relevant Subject Leaders 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, 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.
- The Attendance Officer is responsible for candidates who are late for their exams, or do not turn up at all.

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 considerations

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.

9.4 Emergencies

In the case of a fire alarm or bomb alert pupils will be evacuated in accordance with the JCQ guidelines and guidance from Lancashire County Council.

A full report will be made of the incident, action taken and will be forwarded to the relevant awarding body.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course. Subject Leaders will ensure all coursework is ready for despatch at the correct time. The Exams Officer will keep 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 the Subject Leaders.

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 by 30 June to the Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements the Headteacher'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 Headteacher. The provision of staff on results days is the responsibility of the Headteacher.

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.

If a result is queried, the Exams Officer, teaching staff and Headteacher 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.