



EXAMINATIONS POLICY

Approved/reviewed by	
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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.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Examinations Officer, Business Manager and Governors of the school.

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 school as an exams centre.
- is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document suspected malpractice in examinations and assessments.

Examinations Officer:

- manages the administration of internal and external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exam 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.
- 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 despatched as per the guidelines.
- In conjunction with SENCo, 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.

Examinations Officer (continued):

- accounts for income and expenditures relating to all exam costs/charges.
- In conjunction with the Business Manager, Line manages the recruitment, training, and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Liaises with teachers to ensure candidates' coursework/controlled assessment marks are submitted on schedule.
- tracks and despatches coursework/controlled assessments and ensures assessments are returned to heads of department on receipt.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- accurate completion of entry and all other marksheets and adherence to deadlines as set by the Examinations Officer
- decisions on post-results procedures.
- accurate submission of coursework/controlled assessment marks and declaration sheets to examining bodies.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Examinations Officer.

The special Educational Needs Co-ordinator (SENCo) and Specialist Teachers are responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time, so that any necessary applications can be processed in order to gain approval (if required).
- ensuring that the Examinations Officer has a copy of all documentation relating to candidates.
- working with the Examinations Officer to provide the access arrangements required by candidates in exam room(s).

Invigilators are responsible for:

- assisting the Examinations 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 of entries.
- understanding controlled assessment/coursework and examination regulations and signing a declaration that authenticates the assessment 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 of Centre and Heads of Department.

The types of qualifications offered are varied but typically include GCSE, BTEC and L2 Technical.

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.

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

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

Exam Series

External exams are scheduled for May/June. Controlled Assessments are scheduled throughout the year by the Heads of Departments/subject teachers.

Internal exams are scheduled throughout the year; dates are included in the school calendar.

Exam Timetables

Once confirmed, the Examinations Officer will circulate the exam timetables to candidates.

Entries, Entry Details and Late Entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with the Head of Department.

The centre may accept entries from private candidates but does not accept entry for any coursework or practical examinations.

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

Entry deadlines are circulated to Heads of Department/Curriculum via email.

Heads of Department/Curriculum will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

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.

The Exams Officer will publish the deadline for action in advance of the exam series.

All exam fees for candidates are paid by the centre.

Late entry or amendment fees are paid by the centre, apart from entries submitted late by the candidate for which they will be responsible.

Fee reimbursements are sought from candidates if they fail to sit an exam without a valid reason.

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 candidates, in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of Head of Centre.

Access Arrangements

The SENCo/specialist teacher 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 SENCo/specialist teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo/specialist teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer/SENCO

Rooming for access arrangement candidates will be arranged by the Examinations Officer/SENCo.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer/SENCO

Contingency Planning

Contingency planning for exams administration is the responsibility of Head of Centre.

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

Private Candidates

Managing private candidates is the responsibility of the Examinations Officer.

Managing Invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal and external examinations.

Recruitment of invigilators is the responsibility of the Business Manager and Examinations Officer.

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

Invigilators rate of pay is set by the school.

Invigilators are recruited by the Business Manager and Examinations Officer and timetabled, trained, and briefed by the Examinations Officer.

Malpractice

The Head of Centre, in consultation with the Examinations Officer, is responsible for investigating suspected malpractice.

Examination Days

The Examinations Officer will book all exam rooms and ensure the question papers, other exam stationery, and materials are available for the invigilators.

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

Invigilators/Examinations Officer will start and finish all examinations in accordance with JCQ guidelines.

Subject staff may be present before the start of the exam. Any staff present must be in accordance with the rules defined by the JCQ concerning who is allowed to be present and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

Examination 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 only after all candidates have completed the exam.

Following the examination, the Examinations Officer will arrange for the safe despatch of completed examinations scripts to awarding bodies.

Candidates

The Examinations Officer will distribute timetables to candidates in advance of the exam series.

The JCQ examination regulations for candidates are posted on the school website.

The centre's published rules on acceptable dress and 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 examination 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 in the case of mobile phones, other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time. Candidates who leave the exam room during an exam must be accompanied by an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination days.

Clash Candidates

The Examinations Officer/Invigilator will be responsible, as necessary, for supervising candidates and identifying a secure venue.

Special Consideration

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma or become ill or otherwise disadvantaged during an examination, it is the candidate's responsibility to alert the centre's Examinations Officer to that effect.

The candidate must support any special consideration claim, with appropriate evidence, within 7 days of the examination.

The Examinations Officer will submit a special consideration application to the relevant awarding body before the end of the examination session.

Controlled Assessments/Coursework

It is the duty of the Heads of Department to ensure that all controlled assessments/coursework are ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the examinations office by the Heads of Department or subject teachers.

Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure document.

Results

Candidates will receive individual result slips on results days:

- in person at the centre
- by post to their home address

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Business Manager.

The provision of the necessary staff on results days is the responsibility of the Examinations Officer/Office Manager.

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.

All decisions on whether to make an application for an EAR will be made by the Head of Department and Deputy Headteacher

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidelines.

The cost of EARs will be paid by the centre or candidate as appropriate.

Access to Scripts

After the release of results, candidates may ask subject staff/Examinations Officer to request the return of written exam papers by the awarding body deadlines.

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

EAR applications cannot be submitted once an original script has been returned.

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

Certificates

Candidates will receive their certificates:

- in person at the centre.
- by recorded post

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so.

The centre retains certificates for 2 years, after which they can be destroyed.

A duplicate certificate will not be issued by an awarding body. A transcript of results may be issued, but costs will be incurred by the candidate.