



### The purpose of this exams policy is:

- To ensure all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.
- 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 about roles and responsibilities 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 examinations policy is reviewed annually by senior leadership team, exams officer and the governors.

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## 1. Exam responsibilities

### Head of centre

- **Has overall responsibility for the school/college as an exams centre.**
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document '*Suspected malpractice in examinations and assessments*' - *Policies and Procedures*.
- Ensures staff are only entered for qualifications through the centre where entry through another centre is not available.
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff.

### Exams officer (EO)

- **Manages all aspects of the administration process of external exams and supports the majority of internal exams/assessments.**
- Is familiar with the contents of annually updated JCQ publications and information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensures key dates and deadlines are met internally and externally.

- Requests from HoDs annual information on exam specifications.
- Advises the SLT, HoDs, teaching staff and other relevant support staff on annual exams timetables, deadlines and procedures as set by the individual awarding bodies.
- Ensures exam related policies are kept up to date.
- Ensures that candidates and their parents are informed of the exam timetable as early as possible and that they receive guidelines concerning rules and regulations.
- Provides and confirms detailed data on estimated entries to awarding bodies on time.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores all exam papers and completed scripts securely; and ensures that scripts are dispatched as per the guidelines.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the team of external exam invigilators and organises the recruitment, training, and monitoring of them.
- Ensures candidates' NEA, coursework or controlled assessment marks are submitted on time, and any samples required are posted on schedule.
- Tracks, dispatches, and stores NEA, coursework and controlled assessments in accordance with guidelines.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- Liaises with the SENCo regarding Access Arrangements for students during exams.

#### **Data manager**

- Analysis exam results with SLT.
- Prepares and present reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

#### **Deputy head/Curriculum Manager**

- Advises on appeals and re-marks.
- Organises the curriculum for teaching and learning.
- Supports the EO should issues arise.

#### **SENCo**

- Administrates the full process of access arrangements for exam purposes and makes applications on-line according to regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Arranges for provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English speakers of other languages, IT equipment – to help candidates achieve their course aims.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification and evidence to support applications made.

#### **Heads of department (HoD)**

- Responds to EO on annual specification requests in a timely manner and generally informs the EO of any changes in specifications which could have an impact on the exam process.
- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo.

- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- Signs off exam entries, the completion of NEA, coursework or controlled assessment, mark sheets and declaration sheets to deadlines as set by the exams officer.
- Advises on post-result feasibility.

### **Teachers**

- Submit candidates' names for entries incl. tiers, NEA, coursework and controlled assessments as required by the HoD and/or exams officer.
- Complete all NEA, coursework and controlled assessments under correct guidelines from exam bodies.

### **Invigilators**

- Attend and undertake compulsory annual invigilator training, updates, safeguarding training and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement upon commencing their role.
- Assist the exams officer in the efficient running of exam rooms according to JCQ regulations incl. setting up rooms.
- Hand out and collect exam papers and ensure the secure return to the exams office.

### **Reception staff**

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

### **Site staff**

- Follow the EOs instruction on numbers in relation to setting up and removing exam furniture in various allocated rooms when relevant.

### **Candidates**

- Check and confirm entries.
- Signposted to information for candidates on written exams, on-screen, NEA, coursework and controlled assessment regulations and other relevant information in relation to exams.
- Sign a declaration that authenticates coursework as being their own where required.
- Ensure to conduct themselves in all exams according to the JCQ regulations.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the head of centre, heads of department and the SLT.

The statutory tests and qualifications offered are GCSE, BTEC, CNAT, GNVQ & GCE (AS & A2).

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 by 1<sup>st</sup> October in the current academic year.

Decisions on whether a candidate should not be entered for a particular subject will be taken in consultation with the candidate, parents/carers, subject teachers and the head of subject.

#### At key stage 3

The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level. Students may be entered for suitable certifications.

#### At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding organisation in their compulsory and chosen subjects.

#### At key stage 5 / Post-16

Sixth Form candidates will be entered for the full GCS (A2) qualification in Y13. Candidates in Y12 may be entered for AS qualifications where applicable or if seen necessary or requested by parents or teachers. Candidates retaking years with new subjects will be entered as necessary.

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

External exams are offered in line with opportunities outlined in subject specifications; in November (only re-sits), January, June and on-line/on-demand.

Internal exams are scheduled throughout the year as arranged by SLT. Where ever possible internal exams are held under external exam conditions.

The head of centre and head of department decide which exam series are used in the centre.

#### 3.2 Timetables

Once confirmed, the exams officer will, as soon as possible after, circulate the exam timetables for internal and external exams. These will also be posted on the school website.

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

#### 4.1 Entries

Candidates are selected for their exam entries by the head of subject, heads of department and subject teachers. If students are not meeting the minimum requirements of the subject, the Head of Department in consultation with the parents, may choose to withdraw a student from a qualification.

Candidates or parents/carers can request a subject entry, change of level or withdrawal (via the subject teacher).

Entry deadlines are circulated to heads of department via email and noticeboard by exams officer. Heads of department will provide the required entry information to the exams officer to meet JCQ and awarding body deadlines.

#### 4.2 Late entries

Late entries and amendments are authorised by the head of subject, head of department and exams officer.

#### 4.3 Post-16 re-sits in English and Mathematics

Candidates in our Sixth Form (Y12-13) who have not previously achieved a 4 / C in English and/or Mathematics will be entered for re-sits until a 4 / C is achieved or they leave the Sixth Form. The fee will be paid by CWLC. Entries will be made by the learning mentors to the exams officer.

## 5. Exam fees

The centre will pay all normal exam fees on behalf of candidates. Late entry and/or amendment fees are paid by departments or students/parents depending on the situation.

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 by the deadlines set by the awarding organisation.

Candidates who study a BTEC / GNVQ qualification **may** be ask to pay for re-sitting units, where they have not achieved the level needed in the first exam attempt.

Sixth Form candidates, who wish to re-sit any unit already attempted once, will be charged the fee set out by the exam bodies and the exam office to do so.

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

### 6.1 DDA

The Disability Discrimination 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. *See further 'Disability Policy for Exams'.*

### 6.2 Special needs

A candidate's special needs requirements are determined by the SENCo / Educational Psychologist / specialist teacher.

The SENCo will inform subject teachers and the exams officer of candidates with special educational needs who are embarking on a course leading to an exam, and the end 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

A candidate's access arrangement is determined by the SENCo / Specialists.

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 and supported by the exams officer.

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

## 7. Managing invigilators and exam days

## 7.1 Managing invigilators

External invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the exams officer.

Invigilators are trained, timetabled, and briefed by the exams officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the centre administration.

## 7.2 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 management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance by the exams officer.

The exams officer or an invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present outside the exam room at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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 earliest 24 hrs after an exam.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding organisations.

## **8. Candidates, clash candidates and special consideration**

### 8.1 Candidates

The exams officer will provide a written information guide to candidates in advance of each exam series containing the centre's rules on acceptable dress, behaviour and all JCQ regulations that apply to all external exams.

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 exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### 8.2 Clash candidates

The exams officer will be responsible for arranging timetable changes and supervision, informing candidates, and arranging overnight stays as and when necessary.

### 8.3 Special consideration

Should a candidate be unable to attend an exam because of illness, 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 invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam, for example a letter from the candidate's doctor.

The exams officer will make a special consideration application to the relevant awarding organisation within 7 days of the exam.

## 9. Internal assessment

### 9.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Heads of department will ensure all coursework is ready for dispatch 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 are provided to the exams office by the heads of subject and the heads of department.

### 9.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office. *See separate policy.*

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 April to the head of centre (or other nominee) 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 organisations' inspection.

## 10. Results, enquiries about results (EARs) & access to scripts (A2S)

### 10.1 Results

Candidates will receive individual result slips on results days either in person at the centre or by post to their home address (candidates to provide sae). Candidates may request that a nominee collects their results; this must be done in writing prior to the results day.

Arrangements for the school to be open on results days are made by the SLT and the exams officer in conjunction with the site manager.

## 10.2 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 head of centre will investigate the feasibility of asking for a re-view of marking 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.

## 10.3 A2S

After the release of results, candidates may ask subject staff to request the return of written exam 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.

A re-view of marking cannot be applied for once an original script has been returned.

## 11. Certificates

Certificates are available to centres from November. Certificates are presented in person on 'Certificate Evening' or collected and signed for in reception following the evening. Replacement certificates can only be issued from the relevant exam organisation and a candidate must contact those directly and pay the relevant fees.

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 two years. A list of shredded certificates is kept for a further 2 years.