

## Examinations

# EXAMINATIONS POLICY 2.0

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**CHAIR OF TRUSTEES: CLIVE BEST**

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## **The Centre Exams Policy**

The purpose of this Examinations 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 guideline for all relevant staff

It is the responsibility of everyone involved in the centre's exam process to read, understand and implement this policy.

The Exam Policy will be reviewed every year

The Exams Policy will be reviewed by the Examination Officer and approved by the Head of Centre.

Where references are made to JCQ regulations and/or guidelines further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

The Head of Centre:

- Assume overall responsibility for compliance with awarding body regulations and advises on appeals and re-mark
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the current *JCQ document Suspected malpractice in examinations and assessments*

The Examinations Officer:

- Manages the administration of external exams
- Advises SLT, subject teachers and relevant support staff on annual exam timetables and procedures as set by the 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.
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them
- Checks with teaching staff that the controlled assessment and non-examination assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries as required by awarding body

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- Maintains systems and processes to support to ensure candidates are entered for their agreed exams by the appropriate deadline
- Receives, checks and stores securely all exams papers and completed scripts and ensures that scripts are dispatched as per awarding body and JCQ guidelines
- Liaises with SENCo on the administration of Access Arrangements and Reasonable Adjustments.
- Makes applications for Special Considerations in accordance with JCQ regulations
- Identifies and manages exam timetable clashes
- Organises the training and monitoring of exam invigilators
- Ensures candidates controlled assessments and non-examination assessments marks are submitted to the awarding body along with any additional material required by the appropriate deadline.
- Tracks, dispatches and securely stores controlled assessment and non-examination assessments
- Arranges for the dissemination of exam results and certificates to candidates and forwards, in consultation with Head of Centre any post results service requests.

### Senior Leadership Team (SLT):

- Provide guidance and oversight of candidates who are unsure about exam entries or amendments to entries

### Teachers:

- Are responsible for supplying information on entries and assessments as required by the Examinations Officer and/or SLT
- Responsible for the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer

### The Special Educational Needs Co-Ordinator (SENCo):

- Identifies and arranges the assessment and testing of candidates as required for Access Arrangements and Reasonable Adjustments
- Administers Access Arrangements and makes applications for all Reasonable Adjustments following the JCQ regulations
- Liaises with the Examinations Officer to ensure that Access Arrangements and Reasonable Adjustments are able to be in place for the day of the exam.

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- Liaises with Examinations Officer to provide the approved Access Arrangements and make the agreed Reasonable Adjustments in the exams rooms.

Invigilators:

- Are responsible for assisting the Examinations Officer in the efficient running of examinations according to JCQ and the Awarding Body regulations.
- Collect all exam papers and other material from the Examination Officer before the start of the exam
- Collect all exam materials in the correct order at the end of the exam and ensure their return to the Examinations Officer
- Complete Invigilation sheets including details of any incidents and supervised rest breaks taken
- Complete all necessary cover sheets as directed by the Examinations Officer

Candidates are responsible for:

- Confirming and signing their entries for exams
- Understand controlled assessment and non-examination assessment regulations and signing a declaration that authenticates the work as their own
- Ensure they conduct themselves in all exams according to the Awarding Body and/or JCQ regulations

## **Qualifications**

The qualifications offered at this centre are decided by the subject teacher in agreement with the Head of Centre.

The types of qualifications currently offered are:

- Entry level certificates
- AQA Unit Award Scheme
- CoPE and ASDAN awards
- Functional Skills levels one and two
- NCFE VCerts
- GCSE's
- BTEC level two and three
- AS Levels
- A Levels

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

## **Exam Series & Exam Timetables**

Subject teachers *decides* which exam series are used in the centre in consultation with the Head of Centre and the Examinations Officer.

Once confirmed, the exams officer will circulate the exam timetables for *internal and/or external exams* at a specified date before each series begins.

## **Entries, Entry Details and Late Entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

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

Entry deadlines are circulated to staff via e-mail and briefing meetings.

Subject teachers will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Head of Centre.

Exam resits and retakes are allowed. The decision on this will be made by the subject teacher in consultation with the Head of Centre.

## **Exam Fees**

Candidates will not be charged for the 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 Examinations Officer will publish the deadline for actions well in advance for each exam series.

Exam entry and resit fees are included as part of student's school fees but late entry or amendment fees may be payable by the candidate or their local authority in certain circumstances.

## **Equality Legislation**

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The centre will comply with all current legislation and guidance associated with The Equality Act 2010

- Where necessary exam rooms will be provided on the ground floor.
- Students will have access to a nearby toilet when required.
- Emergency evacuation procedures are appropriate for all candidates.
- All areas that may be used as exam rooms have had internal risk assessments carried out.
- If any candidate needs to take regular medication, invigilators will facilitate this.
- The Exams Officer will be notified of any health issues over and above those that have already been communicated to staff.
- Specialised equipment will be provided in accordance with needs identified and supported by Access Arrangements and Reasonable Adjustments
- Invigilators will be briefed on any exceptional issues concerning communication or other factors which may affect the candidate.
- All invigilators will receive training on any relevant disability issues.
- The SENCo will make the Exams Officer aware of any issues that may affect the behaviour or performance of individuals taking exams.
- Any complaints made by candidates with disabilities should be directed to the schools Complaint Policy and Procedure.
- Where appropriate students will have invigilators that they know and, in so far as it's possible, take exams in rooms that they know.
- Students will be asked if there is anyone that they would prefer not to be the invigilator of their exam, and as far as is possible their wishes will be accommodated.
- The Exam Centre boundaries are defined by the side gate to the car park and the courtyard gate to side of the kitchen.
- Students who are hearing impaired will have invigilators who will talk to them face to face and clearly. Written instructions and times will be in place as per JCQ regulations.

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- For visually impaired students, Braille signs, instructions and question papers will be requested if appropriate.
- Student's usual ways of working will be accommodated through Access Arrangements and Reasonable Adjustments.
- In the event of candidates presenting with neurological deficit/muscular weakness, where writing is a problem, preparations will be made for ground floor access for examination and for Access Arrangements and Reasonable Adjustments. This process may also be supported by an application for Special Consideration if required. This will be prepared in advance with medical/psychological reports accompanying the application to the examination boards.
- In the event of candidates requiring wheelchair access, there is a portable ramp which is available to access the centre and arrangements will be made for the examinations to be set up in a suitable ground floor location. There is currently no wheelchair access to the first floor rooms of the school.

See - ***Equal Opportunities and Diversity Policy***

See - ***SEN and Disability Policy***

## **Access Arrangements & Reasonable Adjustments**

The SENCo will inform subject teachers of the candidate's special educational needs and any reasonable adjustments that individual candidates will need during teaching and in any assessments or exams.

A candidates access arrangements and reasonable adjustments is determined by the SENCo.

Ensuring there is appropriate evidence for a candidates access arrangements and reasonable adjustments is the responsibility of the SENCo. The SENCo is responsible for submitting completed applications to the awarding bodies.

Room allocation for access arrangement candidates will be arranged by the Examinations Officer.

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

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## **Contingency Planning**

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

Contingency plans are available via *email and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

See - ***Exam Disruption Contingency Plan***

## **Estimated Grades**

Subject teachers are responsible for submitting accurate estimated grades to the Examinations Officer on request

## **Managing Invigilators**

External staff are not currently used to invigilate examinations.

The allocation of invigilators is the responsibility of the Examinations Officer and timetabled by the member of staff responsible for the timetable.

Invigilators are trained and briefed by the Examinations Officer.

## **Malpractice**

The Head of Centre is responsible for investigating suspected malpractice and reported to the relevant awarding body if appropriate.

See – **Malpractice Policy**

## **Exam Days**

The Examinations Officer will book all rooms and make all materials available to the invigilator.

The Examinations Officer is responsible for the setting-up of all allocated exam rooms.

The invigilator or the Examinations Officer will start and finish all exams in accordance with JCQ and awarding body guidelines.

In practical exams subject teachers' availability will be in accordance with JCQ and awarding body guidelines.

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Exam papers must not be read by subject teachers or removed from the exam room before the end of an exam session. Papers will be distributed to the subject teacher in accordance with JCQ recommendations. All NCFE examination papers must be returned to the awarding body – no copies of these papers can be made.

The Examinations Officer will arrange for the safe and timely dispatch of completed examination scripts.

## **Candidates**

The Examinations Officer will provide written information to candidates in advance of each exam series.

The centre's rules on acceptable dress and behaviour apply at all times.

The exam 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 true of mobile phones, smart watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room to prevent the possibility of sanctions or potential disqualification. Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. With the exception of permitted supervised rest breaks, candidates are expected to stay in the exam room until the time stated by the Examinations Officer.

The Examinations Officer is responsible for dealing with late or absent candidates on exam day.

## **Special Consideration**

Should a candidate be unable to attend an exam because of illness, bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam the Examinations Officer must be alerted to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Examinations Officer will make a special considerations application to the relevant awarding body within 5 days of the exam provided that the JCQ criteria are met.

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## **Internal Assessment & Appeals**

It is the subject teacher's responsibility to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details, date and time sent.

Marks for all internally assessed work are provided to the Examinations Officer by the subject teacher. The Examinations Officer will inform staff of the deadline date for appeals against internal assessments.

See - ***Review of Marking – Centre Assessed Marks***

See – ***Internal Appeals Policy & Procedure for External Qualifications***

## **Results**

Candidates will receive notification of their results on Results Days:

- In person at the centre
- By first class post to their home address

The results will be in a form of a printout from the examining body's website.

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

The provision of the necessary staff on Results Days is the responsibility of the Head of Centre.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers. Centre staff may also request scripts for investigation pending a potential appeal or for teaching purposes. For the latter, the written consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

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

- The school can request access to a copy of the exam script for all GCSE, AS and A level candidates allowing the centre to review prior to an application for EAR.
- Original scripts can be returned to the centre once the deadline for an EAR has passed. Use of original scripts for teaching and learning

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purposes is covered by data protection legislation – see **Data Protection Policy**

- Great Oaks Small School will deal with the awarding body directly. Candidates, parents and/or carers cannot make requests for scripts directly to the awarding body.
- Fees are set by the individual awarding bodies and the candidate may be liable for these costs unless the school is supporting the appeal (see above).

## **Enquiries about Results (EARs)**

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 Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Policy and Procedure for External Qualifications document.

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

See - **Internal Appeals Policy & Procedure for External Qualifications**

## **Certificates**

Candidates will receive their certificates:

- In person at the centre
- Posted (recorded delivery to their home address)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them confirming who they are.

The centre retains certificates for 7 years.

A full replacement of certificates cannot be issued by awarding bodies. An awarding body can provide a Certified Statement of results. The costs incurred will be payable by the candidate.

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## **Emergency Evacuation Procedure for Examinations**

The invigilator **must** take the following action in an emergency such as a fire alarm or bomb alert.

- Note the time
- Stop the candidate(s) from writing
- Advise candidates to leave all question papers and scripts in the examination room
- Evacuate the examination room in line with the school Fire and Emergency Evacuation Plan and instructions given by the appropriate authority
- Candidates should leave the room in silence
- Follow Fire and Emergency Evacuation Plan and proceed to designated area where a register will be taken by the appointed staff member
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of how long the interruption lasted and the time the examination recommenced if appropriate.
- Make arrangements to allow the candidates the full working time set for the examination
- Write a full report of the incident and of the action taken and send to the relevant awarding body

See - ***Fire and Emergency Evacuation Plan***

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Other Related Policies	Date	Supporting Documents	Date
Exam Disruption Contingency Plan		JCQ and the Awarding Body regulations.	
Review of Marking – Centre Assessed Marks			
Non-Examination Assessment Policy			
Fire and Emergency Evacuation Plan			
Data Protection Policy			
Equal Opportunities and Diversity Policy			
SEN and Disability Policy			
Internal Appeals Policy & Procedure for External Qualifications			
Malpractice Policy			

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1.0	Final version – approved by SLT	Paul Peters	25/04/2018	Oct 2018
2.0	Reviewed	Paul Peters	11/12/2018	12/2018