

EXAMS POLICY

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 which will be reviewed every year by the Exams and Data Manager.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre is responsible for:

- Overall responsibility for the school as an exam centre and advises on appeals and reviews of marking.
- Reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Being familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2017-2018>
 - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/acce>
 - <http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2016-17>
 - <https://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2017-2018>
- Ensuring centre staff are supported and appropriately trained to undertake key tasks within the exams process and meet internal deadlines set by the Exams and Data Manager
- Security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions
- Ensuring risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place.
- Ensuring all the policies required by JCQ are in place and approved.
- Appointing a suitably qualified assessor for Access Arrangements.
- Approving the annual NCN declaration.

Exams and Data Manager¹ is responsible for:

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Managing the administration of internal and external examinations.
- Being familiar with the contents of annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/malpractice>
- Advising SLT, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding organisations.
- Overseeing the production of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensuring that candidates are informed of and understand those aspects of the exams timetable that will affect them.
- Checking with teaching staff that the necessary coursework/controlled assessments/NEAs are completed on time and in accordance with JCQ guidelines.
- Providing and confirming detailed data on estimated entries.
- Maintaining systems and processes to support the timely entry of candidates for their exams.
- Receiving, checking and storing securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administering access arrangements and making applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifying and managing exam timetable clashes.
- Brief candidates via a student information booklet updated annually.
- Accounting for income and expenditures relating to all exam costs/charges.
- Line managing the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Maintain seating plans for all examinations as per JCQ regulations.
- Ensuring candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracking and dispatching coursework / controlled assessments.
- Manage transfer of credit applications for legacy GCE AS qualifications.
- Manage transferred candidates.
- Arranging for dissemination of exam results and certificates to candidates and forwarding any post results service requests.
- Checking DfE records of results are accurate for every pupil in September and updating following reviews of marking that have led to changes in results.
- Providing analysis of exam results for relevant stakeholders.
- Provide and review an Exam Archiving Policy which identifies information held, retention period and method of disposal.
- Issuing and maintaining UCI, exam numbers and ULNs for all candidates.

SLT are responsible for:

- Being present on a rota basis at the start of examinations in the Sports Hall to call candidates in to the hall, identify candidates, instil discipline and ensure the exam has started in the correct manner.
- Assist The Exams and Data Manager by notifying the Attendance Officer of missing candidates.
- Ensuring reviews of marking (centre assessed marks) are conducted within our policy.

Curriculum Leaders are responsible for:

- Adequately preparing students for external examinations
- Ensuring subject teachers attend relevant Awarding Organisation training and update events
- Ensuring subject teachers undertake key tasks detailed in this policy within internally set deadlines

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Curriculum Leader and/or Exams and Data Manager.
- Informing students of centre assessed marks allowing enough time for a review to be conducted prior to marks being submitted to the awarding organisation.

The SENCo is responsible for:

- Being familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- Leading on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Identification and arranging testing of candidates' requirements for access arrangements.
- Processing any necessary applications online in order to gain approval (if required).
- Gathering appropriate evidence of need and normal way of working and keep such evidence on file with the signed data protection notice and completed Form 8 for JCQ Inspection purposes.
- Working with the Exams and Data Manager to provide the access arrangements required by candidates in exams rooms.
- Ensuring all staff facilitating access arrangements have been trained and fully understand the rules of the particular arrangement.
- Annually review the centre policy on use of Word Processors in examinations and assessments.
- Ensuring the assessment process for Access Arrangements is administered correctly.

Office Staff are responsible for:

- Maintaining a log of all secure deliveries and despatches with due regard to security at all times.
- Contacting home when notified of candidates missing from examinations.

Lead invigilators are responsible for:

- Assisting the Exams and Data Manager 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 completion of the attendance registers.
- Dispatch of scripts to examiners / awarding bodies.

Candidates (where applicable the term candidate refers also to parent/carers) are responsible for:

- Checking examination entries and timetables on Insight.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- being ready to register for examinations 15 minutes before the start time
- Bringing the required equipment.
- Reading the student information booklet.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Vice Principal and Curriculum Leaders. The types of L2 qualifications offered are GCSE, OCR Nationals and BTEC. At L3 qualifications offered are GCE and Cambridge 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. If there is to be a change of specification for the next year, the Exams and Data Manager must be informed by the end of the spring term prior to teaching starting.

Informing the Exams and Data Manager of changes to a specification is the responsibility of the Curriculum Leader. Decisions on whether a candidate should be entered for a particular subject will be taken by the Curriculum Leader in consultation with the Vice Principal / Director of Post 16.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in December for Y11 & Y13. Y10 & Y12 Assessment Week is in June, all are held under external exam conditions. External exams and assessments are scheduled in November, March, April, May and June.

The Curriculum Leader decides which exam series are used in the centre; whilst some assessments may be offered on an on-demand basis, these are to be agreed between the Exams and Data Manager and the Curriculum Leader.

Exam timetables

Once confirmed, the Exams and Data Manager will publish the exam timetables for internal and/or external exams before each series begins on the website, network & individual timetables on Insight.

Entries, entry details and late entries

Candidates can request a subject entry, change of level or withdrawal; however the final decision will be made by the Curriculum Leader. The centre does not accept entries from private candidates nor does it act as an exams centre for other organisations.

Entry deadlines are circulated to Curriculum Leaders via the school calendar. The Exams and Data Manager will provide estimated entry information to meet JCQ and awarding organisation deadlines based on the entry schedule provided by Curriculum Leaders. Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Curriculum Leader and late fees are charged to the department. Resits of general qualifications are allowed as long as the candidate is on role and the specification allows resits.

Re-sit decisions will be made by candidates in consultation with subject teachers and Curriculum Leaders.

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 organisations. The Exams Officer will publish the deadline for action well in advance for each exams series.

All appropriate initial entry fees for courses being followed at Heart of England School will be paid for by the centre. Late entry or amendment fees are paid by the department. Where the candidate deliberately fails to attend, the centre will attempt to recover the cost of exams. Re-sit fees are paid by the candidates as are entry fees for extra-curricular qualifications not run by Heart of England School.

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 requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCo.

Access arrangements

The SENCo 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. The Exams and Data Manager will ensure candidates' timetables reflect separate accommodation and extra time as appropriate.

A candidate's access arrangement requirement is assessed by the SENCo. The criteria that must be met is covered by JCQ publication Regulations and Guidance – Access Arrangements and Reasonable Adjustments, which is updated on September 1st each year. Ensuring there is appropriate evidence, as required by JCQ Inspectorate and listed in this publication, for a candidate's access arrangement is the responsibility of the SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo. The Exams and Data Manager can only allow access arrangements once authorised by JCQ. Rooming for access arrangement candidates will be arranged by the Exams and Data Manager and the Operations Manager. Invigilation and support for access arrangement candidates, as defined in this publication, will be organised by the Exams and Data Manager and the SENCo.

Managing invigilators

The Exams and Data Manager will be responsible for recruiting external staff to invigilate examinations for mock exams, external exams & Y10 Assessment Week. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the PA to the Principal. DBS fees for securing such clearance are paid by the centre.

Invigilators are recruited, timetabled, trained, and briefed by the Exams and Data Manager and/or Lead Invigilator.

Malpractice

The Head of Centre in consultation with the Exams and Data Manager is responsible for investigating suspected malpractice.

Exam days

The published starting time of all general qualifications is 9.00am for morning exams and 1.30pm for afternoon exams. The Exams and Data Manager will book all exam rooms after liaison with the Operations Manager and make the question papers, other exam stationery, and materials available for the invigilator. Site management staff will be responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Exam and Data Manager or Lead Invigilator will start and finish all exams in accordance with JCQ guidelines. Staff authorised by Head of Centre and SLT members may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

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

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 Curriculum Leaders in accordance with JCQ's recommendations.

After an exam, the Exams and Data Manager will arrange for the safe dispatch of completed examination scripts to Awarding Organisations, working in conjunction with Lead Invigilators.

Candidates

The Exams and Data Manager will provide information to candidates in advance of each exam series. The centre's published rules on acceptable dress and behaviour applies at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an 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 and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 and Data Manager.

Note: candidates who leave an exam room before the end of the exam must be accompanied by an appropriate member of staff at all times.

The Exam and Data Manager is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams and Data Manager will be responsible as necessary for arranging escorts, identifying a secure venue and supervision of short breaks. Clashes will be managed by the Exams and Data Manager taking into account security of papers and numbers of candidates involved in the clash. It may not be possible to take into account individual candidate preferences on the order of the papers. In all cases clashes are regulated by JCQ Instructions for Conducting Examinations, which is updated on September 1st each year.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect. The candidate must support any special consideration claim with appropriate evidence as requested by the awarding organisation within 3 days of the exam. The Exams and Data Manager will make a special consideration application to the relevant awarding organisation within 5 days of the exam.

Internal assessment

It is the responsibility of Curriculum Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The Exams and Data Manager will assist by keeping a record of each dispatch, including the recipient details and the date and time sent. Marks for all internally assessed work are provided to the Exams and Data Manager by the Subject Teachers. The Exams and Data Manager will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

All candidates will be able to view individual results on Insight from 6am on results days and Y11, Y12 and Y13 candidates receive a statement of results on results days in the summer series

- in person at the centre
- with written permission of the candidate to a parent/carer or other person nominated by the candidate
- by post to their home address - candidates to provide self-addressed envelope
- uncollected results are posted 2nd class to the candidates last known home address

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

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

The provision of the necessary staff on results days is the responsibility of the Exams and Data Manager.

Reviews of Marking

Reviews may be requested by Curriculum Leaders or the candidate following the release of results. A request for a review of marking 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. The cost of unsupported reviews will be paid by the candidate unless it has been requested by the Curriculum Leader (with the candidates consent) in which case the department will pay.

All decisions on whether to make an application for a review for an individual candidate will be made by the candidate. If a candidate's request for a review (external assessment) is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document. All processing of reviews will be the responsibility of the Exams and Data Manager following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within the published deadlines. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Reviews cannot be applied for once an original script has been returned. The cost of ATSs will be paid by the candidate unless it has been requested by the Curriculum Leader, in which case the department will be charged. Processing of requests for ATS will be the responsibility of the Exams and Data Manager.

Certificates

Candidates will receive their certificates

- Y11 certificates will be distributed via tutors in November of Y12. Earlier certificates awarded will be distributed with GCSE results.
- Y12 certificates will be distributed via tutors in November of Y13.
- Y13 certificates can be collected in person by prior arrangement with Associate Head Post 16.
- by post to their home address (candidates to provide £2 to cover the cost of recorded delivery)

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 that confirms who they are. The centre retains certificates for 1 year, after this time they are shredded. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued by an awarding organisation if a candidate applies directly and pays all the costs.