

<b>Elizabeth Woodville School</b>	
Policy Name:	Examination Policy
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## **Contents**

- Rationale
- Exam responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

## **Rationale**

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.
- 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.

The exam policy will be reviewed annually to ensure compliance with current regulations.

The exam policy will be reviewed by the Senior Leadership team (SLT), Exams Managers and Governors.

## **Exam responsibilities**

### **Exams Manager**

- Manages the administration of public and internal, trial exams.
- advises the Senior Leadership Team, subject leads, class teachers and other relevant support staff on annual exam timetables and the application procedures as set by the various awarding bodies.
- oversees the production and distribution to staff, governors 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 are informed of and understand those aspects of the exam timetable which will affect them.
- consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with distributed JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- applies for short-term and urgent access arrangements, administers all authorised access arrangements, and makes special consideration applications following the JCQ procedures.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- submits paper copies of candidates' coursework marks, tracks sample despatch and stores returned coursework and any other material as required by the appropriate awarding bodies.
- 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.

**Teachers are responsible for:**

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to subject leads.

**The SEN Coordinator (SENCo) is responsible for:**

- Identification and testing of candidates, setting out 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.
- Application to awarding bodies for access arrangements during public examinations.

**Lead invigilator/invigilators are responsible for:**

- Collection of exam papers and other material from the exams office before the start of the exam.
- Running examinations in line with JCQ requirements and school procedures.
- Collation of all exam papers in the correct order at the end of the exam and their return to the exams office.

**Candidates are responsible for:**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Following JCQ Instructions to Candidates.

## **Qualifications**

### **Qualifications offered**

The qualifications offered at this Centre are decided by the Senior Leadership Team.

The qualifications offered are GCE, GCSE, iGCSE, BTEC, Cambridge Nationals, Cambridge Technicals, Sports Leaders and LiBF financial capability qualifications.

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 specification from the previous year, the exams office must be informed immediately by the Learning Lead.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, parents/carers, SENCo, subject teachers, Head of Key Stage, Learning Lead and Deputy Head.

### **Exam series and timetables**

#### **Exam seasons**

Internal, trial, exams and assessments are scheduled across the school year.

External exams and assessments are scheduled in November, January, March, April, May and June. Trial exams are held under external exam conditions.

The Learning Leads make recommendations to SLT. The SLT decide which exam series are used in the Centre.

On-demand assessments are scheduled in agreement between the Exams Manager, Learning Lead and Senior Leadership.

#### **Timetable**

Once confirmed, the Exams Manager will circulate the exam timetable for Trial and External exams.

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

Candidates are selected for their exam entries by the subject teacher in consultation with Learning Leads.

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

The Centre accepts exam entries from former candidates only and where no coursework or controlled assessment entries are required.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to staff via internal bulletins and emails.

Late entries are authorised by Subject Lead in consultation with SLT.

GCSE re-sits are allowed only after discussion between the students, Learning Leads and SLT.

Re-sit decisions will be made in consultation with candidates, subject teachers and Learning Leads.

### **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 before the final entry deadline allowed by the awarding bodies.

Exam fees are paid for by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who request entries or removals after the late entry/withdrawal deadline or who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

If targets have been reached re-sit fees are paid by the candidate.

### **Equity**

Equality Act 2010.

The Centre will meet the disability provisions under Equality Act 2010 by ensuring that the exams centre is accessible and by improving candidate experience. This is the responsibility of the Exams Manager.

### **Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to a qualification. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam. A candidate's requirement for access arrangements is determined by the SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Manager.

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 Exams Manager in discussions with the SENCo.

Invigilation for access arrangement candidates will be organised by the Exams Manager with appropriate support provided by the SENCo/Learning Support Assistants/invigilation team.

### **Overseas students**

Not applicable.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Exams Manager.

### **Private candidates**

Managing private candidates is the responsibility of the Exams Manager.

### **Estimated grades**

Learning Leads are responsible for submitting estimated grades to the Exams Manager when requested.

### **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for Trial and External exams.

Recruitment of invigilators is the responsibility of the Exams Manager.

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 are timetabled and briefed by the Exams Manager.

Invigilators' rates of pay are set by the Centre administration.

All new invigilators for BCS will be observed during their first live test.

### **Malpractice**

The Head of Centre is responsible for investigating suspected malpractice. The Centre will follow the JCQ Malpractice Guidance.

### **Exam days**

The Exams Manager 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 is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted. Senior Leadership may also be present to assist with any disciplinary issues.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by teaching staff or removed from the exam room before the end of a session or before all candidates in the Centre have completed the examination. Papers will be available to Learning Leads once the exam has been sat by all entrants at the centre.

## **Candidates**

The invigilators can identify the candidates by reference to the photographic reports held in the main examination hall. The Examinations Manager / SLT will provide support if required in the identification of any student. External candidates will have had their identification verified by the Examinations Manager prior to entering the hall.

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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. Candidates are expected to stay for the full length of the exam at the discretion of the Exams Manager or senior invigilator (but cannot leave within the first hour).

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately. They must be accompanied by a member of staff at all times.

The Exams Manager is responsible for handling late candidates on the day with the support of College staff. For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Manager.

Should a candidate be ill before an exam, suffer bereavement or other trauma, or be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam then it is the candidate's responsibility to alert the Centre, the Exams Manager, 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 by providing a letter from the candidate's doctor.

The Exams Manager will then forward a completed special consideration form to the relevant awarding body within relevant JCQ timescales.

## **Internal assessments and appeals**

### **Internal assessment replaces the largely discontinued term coursework**

It is the duty of Learning Leads to ensure that all internal assessment material is ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient's details and the date and time sent.

### **Marks and appeals**

Marks for all internally assessed work and estimated grades are provided to the Exams Manager by the Learning Leads, where not submitted online.

Where the awarding body allows it, a candidate has the right to accelerate an appeal.

### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

## **Results**

### **Results, Review of Results (RoRs) and Access to Scripts (ATS)**

Candidates will receive individual statements of results on results days, either in person at the Centre or subsequently by post if candidates provide authority and a stamped, self-addressed envelope.

Arrangements for the Centre to be open on results days are made by the Head of Centre together with the provision of staff on results days.

### **RoRs**

RoRs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any RoR is requested.

If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not support a candidate's request for an RoR, a candidate may still apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within awarding body timescales.

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

Remarks cannot be requested if an original script has been returned.

### **Certificates**

Students are notified via the website when certificates are available for collection. All certificates must be signed for.

Certificates will not normally be posted out; students would be expected to pay for recorded delivery and provide written authorisation and indemnity in case of loss or damage.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The Centre is only required to retain certificates for 12 months before arranging secure destruction.