



## Examination Policy

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## Vision and Values of the School



Our vision and values are at the heart of everything we do and are used to inform our taught curriculum, decisions and priorities.

There is an expectation that our values are the foundation on which we base our interactions with our students, families, staff, visitors, professionals and wider community.

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## 1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of centre (HoC)

The head of centre:

- Has overall responsibility for the school as an exams centre
- Will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

The head of centre will ensure:

- the National Centre Number Register (NCNR) annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to
- the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- ensure teaching staff attend relevant awarding body training and update events

- security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- risks to the exam process are assessed and appropriate risk management processes are undertaken and a written exam contingency plan is in place
- the required internal appeals procedures are in place and are accessible to all candidates (and parents/carers)

## 2.3 Exams officer (EO)

The exams officer is responsible for the administration of exams. They:

- will be familiar with the contents of annually updated JCQ publications
- Manage the administration of internal and/or external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

## 2.4 Leaders

Heads of phase are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects



- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of phase and/or the exams officer
- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

## 2.6 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

## 2.7 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## 2.8 Reception and Site Staff

Reception staff will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times and follow internal procedures

Site staff will support the EO in relevant matters relating to exam rooms and resources.

## 3. Qualifications

The Head teacher, alongside other members of the senior leadership team decide the qualifications we offer.

We offer the following types of awards and accreditations:

- Functional Skills in English, Maths and ICT



- Duke of Edinburgh
- Princes Trust
- OCR Life & Living Skills
- Level 2 Food and Hygiene

Decisions on whether a candidate should be entered for a particular subject will be taken by the Phase Leaders alongside the Assistant Head teacher for Secondary and Post 16 in consultation with the class teachers.

### **3.1 Exam series**

Functional Skills exams are completed on-demand when students are ready for them, this can be at any point in the year, in line with the exam boards schedule.

Ordinarily students will be registered for Duke of Edinburgh in year 9; sit the examinations for functional skills within year 11, they will complete Food Hygiene in year 10;

The Assistant Head teacher for Secondary and Exams Officer will decide when exams are sat in consultation with the phase leaders and class teachers.

## **4. Entries**

The term 'entries' is used to describe entry/registration for internally and externally assessed components, and certification of qualifications against which a result will be reported.

The EO will request estimated entries from teachers at the beginning of the academic year. This will be based on a teacher assessment of the student's predicted attainment.

The teacher is to inform the EO if this changes during study.

The EO will register students for appropriate qualifications, ensuring awarding bodies deadlines for submission are met.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

### **4.1 Entry fees**

Entry fees are paid for by the school for the qualifications that are offered by the school within the curriculum.

If students choose not to attend their examinations then fee reimbursements may be sought from candidates.

### **4.2 Late entries**

The HoC will ensure teaching staff minimise the risk of late entries by following procedures identified by the EO in relation to making final entries and meeting internal deadlines.

### **4.3 Re-sits**

We allow re-sits for the following types of qualifications:

- Functional skills

Re-sit decisions will be made by senior leaders in consultation with phase leaders

## 5. Pre-exams

### 5.1 Access Arrangements

All of our candidates have an Education and Health Care Plan (EHCP) which outlines their level of need. The exams officer will work with the phase leader and class teachers to decide on the special arrangements each individual candidate needs in line with the exam board policy.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the class teacher

Room arrangements for candidates using access arrangements will be organised by Assistant Head teacher for secondary (exams officer) in consultation with the 14-19 phase leader.

Invigilation and support for candidates using access arrangements, as defined in the JCQ access arrangements regulations, will be organised by Assistant Head teacher for Secondary (exams officer)

### 5.2 Exam timetables

Once confirmed, the exams officer will circulate the times of exams to staff, students and parents.

### 5.3 Security of Exam materials

The EO will:

- Have a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Have a process in place to download and print confidential materials from the awarding body's secure site.
- Have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receive, check and securely store question papers and other exam materials according to JCQ and awarding body regulations

Reception staff will notify the EO when confidential material arrives onsite so it can be signed in and securely stored.

Teaching staff will follow the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.

### 5.4 Invigilators

External staff will not be used to invigilate examinations.

All staff who are asked to invigilate an examination will receive appropriate guidance.

## 6. Examinations

### 6.1 The Exam room

The EO will:

- Book all exam rooms (after liaising with other relevant users)



- Will ensure the exam room follows the JCQ guidance.

The invigilators will:

- start and finish all exams in accordance with JCQ guidelines.
- Ensure the start and finish time are clearly indicated to the candidates
- Ensure there is no food in the exam room, unless the candidate has a medical condition that requires this. Water can be brought in as long as it is in a clear bottle with no labels.
- Ensure the exam room follows JCQ guidance
- Ensure there is an attendance register completed

Subject staff 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 in the exam room and what they can do.

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 officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

## 6.2 Exam papers and materials

The EO will

- Follow the processes for moving confidential examination materials from storage to the exam room
- Make question papers, exam stationary and materials available for the invigilator.
- collate the examination material at the end of the exam and follow the process to transport and store the material

## 6.3 Unauthorised materials

- candidates are informed of what is and is not allowed in exam rooms prior to exams taking place
- prior to the start of the exam, candidates are reminded, through the standard invigilator announcement, that mobile phones or other unauthorised items in the candidates possession must be handed to the invigilator
- unauthorised materials are placed in a box at the front of the room, away from candidates
- candidates are instructed that personal belongings are not allowed at exam desks

Invigilators will be informed of the arrangement through training

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with school support staff.

## 7. Results and Post-results

### 7.1 Internal assessment

The HoC will ensure:

- teaching staff keep candidates work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- work is returned to candidates or disposed of according to the requirements

### 7.2 Issuing results

The HoC will identify centre staff who will share the results of the examinations in an appropriate manner.

The EO will:

- access results from awarding bodies
- resolve any missing or incomplete results
- issue statements of results to candidates
- provide summaries of results for relevant centre staff on their publication

### 7.3 Post Results services (including appeals)

The EO will:

- provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provide a process to record requests for services and collect candidate informed consent and fees where relevant
- submit requests to awarding bodies to meet the external deadline
- track requests to conclusion and inform candidates and relevant centre staff of outcomes
- update centre results information, where applicable

The HoC will:

- ensure an internal appeals procedure is available where candidates disagree with the centre decision:
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

Candidates will:

- meet internal deadline to request services
- provide informed consent and fees, where relevant

## 7.4 Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The EO will ensure that certificates are issued to candidates

## 7.5 Retention of Exam Records

The EO will:

- keep records as required by JCQ and awarding bodies for the required period
- keep records as required by the centre's record management policy
- dispose of records in line with the centre's policy

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head teacher and Assistant Head teacher for Secondary (exams officer)

## 9. Conflicts of Interest

Staff members are expected to declare any conflict of interest to the HoC. This includes entry arrangement, invigilation of examinations and assessment.

## 10. Contingency planning

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

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

## 11. Malpractice

The head of centre, in consultation the exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

## 12. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Head of School or Assistant Head teacher for Secondary to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

## 13. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years.