

Exams Policy

Contents

- 1) Exam responsibilities
- 2) The statutory tests and qualifications offered
- 3) Exam seasons and timetables
- 4) Entries, entry details, late entries and retakes
- 5) Exam fees
- 6) The Equality Act 2010, special needs and access arrangements
- 7) Estimated grades
- 8) Managing invigilators and exam days
- 9) Candidates, clash candidates and special consideration
- 10) Coursework and appeals against internal assessments
- 11) Results, Enquiries About Results (EARs) and Access To Scripts (ATS)
- 12) Certificates

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
- To ensure the operation of an efficient exam system that has 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Principal, Leadership Team, Exams Officer and the Governors.

1. Exam responsibilities

Principal

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The Principal of the centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public exams and analysis of exam results:

- Advises the leadership team, managers, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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 that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements, reasonable adjustments and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Identifies and manages exam timetable clashes
- Accounts for income and outgoings relating to all exam costs/charges
- Oversees the exams invigilators training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Contributes to the preparation and presentation of 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
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Heads of Curriculum any appeals/re-mark requests
- Maintains systems and processes, which support the timely entry of candidates for their exams.

Heads of Curriculum/Assistant Heads

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Head of Work Related Learning

- Guidance and careers information in relation to qualifications and pathways.

Teachers

- Notification of access arrangements to SENCO's (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Curriculum.

SENCO

- Identification and testing of candidates' 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 learners achieve their course aims.

Invigilators

- 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 their return to the exams office at main base.
- Ensuring pupils know and follow exam procedures.

Candidates

- Confirmation and signing of entries.
- Understanding controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- To attend external exams and internal controlled assessments.

Administrative staff

- Support for the input of data.
- Ensuring that exams are collected by Parcelforce.

2. The statutory tests and qualifications offered

- The statutory tests and qualifications offered at this centre are decided by the Principal and the Heads of Curriculum.
- The statutory tests and qualifications offered are National Curriculum Tests, GCSE, A levels, ALAN, Entry Level, Key skills and vocational qualifications.
- The subjects offered for these qualifications in any academic year may be found in the centre's published Course Guidelines Booklet for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 21/10/2013.

At key stage 3

Academies are not required to teach National Curriculum programmes of study in English, mathematics and science but are held to account through statutory assessments on the same basis as maintained schools. Overall subject teacher assessment levels in these core subjects for each eligible pupil are reported to STA.

In relation to pupil referral units, hospital schools and pupils educated at home pupils still on the register at a maintained school or academy, but studying at a PRU or hospital school, there is a requirement for the maintained school or academy to submit teacher assessment data and report results. PRU's and hospital schools are not required to submit teacher assessment data for any other pupils on their registers. For pupils educated at home, teacher assessments should only be submitted if they are on the register of a maintained school, academy or independent school participating in the assessment arrangements.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

Most post-16 pupils within James Brindley School will continue with GCSE's, AS modules will only be completed if required.

It is expected that AS modules will be completed during year 12.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November and May/June from 2013. Increasingly modular and online examinations can be taken on demand; times for these must be negotiated with the examinations officer.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Officer will circulate the exam timetables for external exams once these are confirmed and once final entries have been made to the exam boards.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by their subject teachers, the Assistant Heads and the Heads of Curriculums.

A candidate or parent/carer may request a subject entry, change of level or withdrawal – this must be negotiated before an agreement is reached.

[The centre does not accept entries from external candidates.](#)

4.2 Late entries

Entry deadlines are circulated to Heads of Curriculum and Assistant Heads via email.

Late entries are authorised by Assistant Heads, Heads of Curriculum and the Exams Officer.

4.3 Retakes

Candidates are allowed 1 retake per subject in GCSE.

Candidates are allowed 1 retake per subject in AS.

Retake decisions will be made in consultation with the candidates, subject teachers, Exams Officer, Assistant Heads and the Heads of Curriculum.

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre if it is seen to be an unavoidable change or entry.

Exam Boards publish deadline dates for changes of tiers or withdrawals. These dates are distributed to Assistant Heads and Heads of Curriculum. Changes without cost may be made up to the deadline date.

However, a charge may be made against a Curriculum/ Sector budget if deadlines are not met appropriately.

Retake fees for a student's first retake will be paid for by the centre. Subsequent retakes will need to be paid for by the Head of Curriculum.

Results enquiries will be paid for by the person pursuing the enquiry. If this is subsequently agreed by the awarding body that an error has occurred a refund will be made.

6. The Equality Act 2010, special needs and access arrangements

6.1 Equality Act

Equality Act 2010.

The Equality Act (EA) introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the EA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the EA visit the EA information page on the QCDA website.

The centre will meet the disability provisions under the EA (or the once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the senior leadership team and Exams officer.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO, doctor and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO, Assistant Heads and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. These can be done on-line.

Rooming for access arrangement candidates will be arranged by the SENCO/ Assistant Heads with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO/ Assistant Heads with the Exams Officer.

7. Estimated grades

Estimated grades

The Heads of Curriculum will submit estimated grades to the Exams Officer when requested by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

The recruitment of invigilators is the responsibility of the Business Manager.

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager.

DBS fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the Business Manager.

8.2 Exam days

The Exams Officer will make the question papers, other exam stationery and materials available to the Invigilators prior to the exams so that it can be distributed as required.

Invigilators are responsible for ensuring that setting up the allocated rooms is completed correctly.

The invigilators will start all exams in accordance with JCQ guidelines. A copy of the JCQ booklet MUST be present within the exams room at all times.

Subject staff may be present 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 Curriculum at the end of the exam season.

8.3 Exam papers

All exam papers will be scanned at the end of the day of the exam or first thing the following morning.

All scanned papers will be saved in L:\Administration\Exam Papers 2010 (The year will change each calendar year)

All staff will then have access to the scanned papers immediately after the exam day

Any papers that staff wish to be made available outside the normal cycle must be passed to Exam officer for scanning into the same place.

Staff are requested not to copy or move the scanned papers to any other directory.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The clerical staff on each site 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.

9.2 Clash candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Curriculum will ensure all coursework is ready for despatch at the correct time and 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 Curriculum within the specified timescale.

10.2 Appeals against internal assessments

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

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 June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Principal's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

In accordance with the Code of practise for the conduct of external qualifications produced by QCA, James Brindley School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- the consistency of the internal assessment is secured through internal standardisation as necessary
- Staff responsible for internal standardisation attends any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does NOT apply to the judgement themselves, you cannot appeal against the mark or grade only the procedures used
- The parent or guardian must make the appeal in writing to the school's Examination officer. Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
- The enquiry into the internal process will normally be led by the Principal (or nominee) provided that they have not played a part in the original internal assessment.
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practise'.

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communication with the Awarding Body
- Any steps taken to further protect the interest of the candidates.

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Principal and member of the Governing Body.

Enquires About Results (Re-Marks)(EAR's)

In case of enquiries about results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Pupils and parents should also note that results can go up and also go down in grade depending on the outcome of the enquiry.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the schools' control will not be considered in the schools' appeals procedure.

11. Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results day that can be collected from the school, if not they will then be posted to their home addresses.

Arrangements for the school to be open on results days are made by the Business Manager.

The provision of staff on results days is the responsibility of the Business Manager.

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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.

11.3 Access To Scripts

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the Exams Officer, Head of Curriculum will investigate the feasibility of asking for a re-mark at the centre's expense.

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

GCSE re-marks cannot be applied for once a script has been returned.

Candidates Coursework will be available for collection during November.

12. Certificates

Certificates are posted (recorded delivery) with written consent from the pupil or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so, they must let the school know in writing who will be collecting them on their behalf.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for three years.

[Please read this policy in conjunction with the School's Charging and Remissions Policy](#)