



# **EXAMS POLICY**

## **Jan 2021-2023**

Company Number 07564519

A Company Limited by Guarantee

Registered in England

Clyst Vale Academy Trust, known as Clyst Vale Community College, is an exempt charity

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The policy is next due for review January 2023

## **1. The 11-19 exam 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.

The exams policy will be reviewed biennially, or more frequently if deemed necessary.

The exams policy will be reviewed by the Head of Centre, Exams Officer and Governors.

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

### ***Exam responsibilities***

Having overall responsibility for the school as an exam centre, the Head of Centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. [Refer to the JCQ document – “Suspected Malpractice in Examinations and Assessments”.]

The Exams Officer:

- Manages the administration of public and internal exams:
  - advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and 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 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 publications Access arrangements, reasonable adjustments and special consideration documentation as appropriate
  - identifies and manages exam timetable clashes.
  - accounts for income and expenditures relating to all exam costs/charges.
  - line manages the Exams Assistant, and the Exam Invigilators.
  - Organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
  - 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 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 Leaders.

The Special Education Needs Coordinator (SENCo) is responsible for:

- 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, ICT equipment - to help candidates achieve their course aims.

Invigilators are responsible for:

- Assisting the Exams Officer 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.
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.
- Collection 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/controlled assessment regulations and signing a declaration that authenticates the work as their own.
- Observing all regulations of the examination boards and JCQ

## **2. Qualifications offered**

The qualifications offered at this centre are decided by the Subject Leaders and Senior Leadership Team.

The qualifications offered are GCE, Cambridge Nationals, GCSE, Entry Level Certification, and BTECs.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

Informing the exams office of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, parents/carers, Subject teachers, Head of Department, and confirmed by a member of the Senior Leadership Team.

## **3. Exam series and timetables**

Internal exams and assessments are scheduled as appropriate for Years 9-13.

External exams and assessments are mostly scheduled in May and June with November re-sit exams in English and Maths for Post 16 students.

Internal exams are held under external exam conditions.

The Heads of Department decides when controlled assessments are completed in the centre.

On-demand assessments are to be scheduled in agreement with the Exams Officer.

### ***Timetable***

Once confirmed, the Exams Officer will circulate the exam timetable for Internal exams and External exams.

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

Candidates are selected for their exam entries by the Subject teachers.

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

The centre accepts entries from former candidates only.

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

Entry deadlines are circulated to Subject Leaders via Email, Notice board, Briefing meeting and Internal post/pigeon hole.

Late entries are authorised by Heads of Subject and Exam officer.

Heads of department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Heads of Subject.

GCSE re-sits are allowed.

AS re-sits are allowed.

A level re-sits are allowed.

Re-sit decisions will be made by candidates in consultation with Heads of subject.

## ***5. 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 bodies.

All exam entry fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

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

Re-sit fees are paid by the candidates with the exception of English and Maths Post 16 GCSE re-sits and students who are repeating a full year and draw down funding.

## ***6. Disability Discrimination Act***

All exam centre staff must ensure that provision meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA 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 DDA 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.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Exams Officer.

### ***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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Subject teachers and the Exams Officer.

### ***Access arrangements***

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo and Educational psychologist/Specialist teacher. The SENCo will ensure that the Specialist Assessor is appropriately qualified in accordance with JCQ regulations and hold details of these qualifications on file within the college.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer with the SENCo.

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

## ***Contingency planning***

The college has an Exams Contingency Plan for exams which is reviewed annually.

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

## ***Private candidates***

Managing private candidates is the responsibility of the Exams Officer.

## **7. Estimated grades**

Heads of Subject are responsible for submitting estimated grades to the exams office when requested by the Exams Officer. These are currently not required by Exam Boards.

## **8. Managing invigilators**

External staff will be used to invigilate examinations. These invigilators will be used for some internal exams and all external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure 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' rates of pay are set by the Centre administration.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

## ***Malpractice***

The head of centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

## ***Exam days***

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Premises staff are responsible for setting up the allocated rooms, and will be advised of requirements well in advance.

**Senior members of centre staff**, such as an Assistant Headteacher, **approved by the head of centre** may be present at the start of the examination(s) for example to identify and settle candidates and instil discipline. No other members of staff may be present at the start of an exam or enter the room during the exam or have access to the exam question paper **unless** this is specifically requested by the Exams Officer eg because a possible printing error has been identified and, in the absence of an erratum notice, the Exams Officer needs this to be verified by the relevant subject teacher before reporting the issue to the awarding body.

Support and encouragement may be offered at any point up until the time that candidates enter the exam room. From that moment onwards they are under exam conditions and the strict protocols must be adhered to.

The invigilators will start and finish all exams in accordance with JCQ guidelines.

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 heads of department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Receptionist.

## **9. Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the Vice Principal or Head of Centre.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

A seating plan will be created for each exam and room. Students must sit in the seat allocated to them for that exam. Their exam ID card will be placed on the desk in front of them. Invigilators must verify the identity of each candidate.

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 Officer or Senior Invigilator. Note: 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.

### ***Clash candidates***

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

### ***Special consideration***

Should a candidate be unable to attend an exam because of illness, bereavement or other trauma, or be otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer, 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 Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.



## **10. Internal assessments and appeals against internal assessments**

It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and sent.

Marks for all internally assessed work are provided to the exams office by the Heads of Subject.

The process for managing appeals against internal assessments is detailed in a separate appeals policy, Appendix A.

## **11. Results, enquiries about results (EARs) & access to scripts (ATS)**

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address (first class)

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

Arrangements for the centre to be open on results days are made by the Exams Officer and Premises Staff.

### **EARs**

EARs 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 EAR is requested.

If a result is queried, the Exams Officer, 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 or parent's request for 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.

All processing of EARs will be the responsibility of the Exams Office, following the JCQ guidance.

### **ATS**

After the release of results, candidates may ask the Exams Officer to request the return of one or more of their exam papers. They must complete and sign a form giving permission for this and pay the relevant fee before the Exam Board deadline.

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.

## **12. Certificates**

Candidates will receive their certificates

- GCSE candidates receive their certificates at a Celebration Evening in November
- GCE candidates can collect and sign for theirs after they have been advised in writing that they are ready for collection, towards the end of the Autumn half term.

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 3 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. Candidates are responsible for contacting the relevant awarding body to obtain this.

Head of centre

Exams Officer

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Date

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***Additional Exam Policies***

Access Arrangements Policy & Complaints Procedure

Controlled Assessment Policy & Risk Management

Data Protection Policy (Exams)

Disability Policy (Exams)

Emergency evacuation procedure for examinations

Exams Maladministration & Malpractice Policy

Examinations Contingency Plan

Internal Appeals Policy & Procedures

Non-examination Assessment Policy

Re-sit Policy

Special Consideration Policy

Word Processor Policy