



EXAMS POLICY

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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.

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 senior exam invigilator in organising the recruitment, training and monitoring of a team of exams 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, Functional skills, iGCSE, 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 in December for Year 11, January for years 12 and 13, late April Year 10 and late June for Year 9.

External exams and assessments are scheduled in May and June.

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.

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.

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.

Overseas students

Managing overseas students is the responsibility of the Exams Officer.

Contingency planning

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

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

There is a published contingency plan for the examinations system at http://www.rewardinglearning.org.uk/docs/regulation/compliance/joint_contingency_plan_november_2012.pdf

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.

8) Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams office.

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 Office.

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.

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

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. Staff who are called upon to enter the examination room during the course of the examination (because a candidate has identified a possible problem which the invigilator is unable to resolve) do not need prior authorisation from the head of centre. If they leave the examination room they may only take the question paper with them if they need to check a possible problem with the relevant awarding body.

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.

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.

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, 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, 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) and 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 Office 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 candidate's 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 subject staff to request the return of papers within three days' scrutiny of the results.

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 must collect and sign for theirs any time after 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.

Head of centre

Exams officer

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Date

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13) Appendix A

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

Clyst Vale is committed to ensuring that whenever a student's work is assessed for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1 Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series. (Before a date in mid-June.)

2 Appeals should be made in writing to the Examinations Officer, who will investigate the appeal. If the Examination Officer is not able to conduct the investigation for some reason the Principal will appoint another member of staff of similar or greater seniority to conduct the investigation.

- 3 The Examinations Officer or member of staff will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the June
- 4 The candidate will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of the work, and any changes made to improve matters in future.
- 5 The outcome of the appeal will be made known to the Principal. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Clyst Vale and is not covered by this procedure. If the candidate has concerns about this, they should ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

14) Appendix B

Special Needs Exam Policy

Staff in Departments should inform the SENCO of Special Needs students who are embarking on a course leading to an examination, and, when known the date of that exam. The SENCO can then inform individual staff of any special arrangements which individual students can be granted during the course and in the exam. In the case of students with Specific Learning Difficulties / Hearing or Visual Impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for examinations
- Rest periods
- A reader
- An amanuensis
- Enlarged / modified scripts
- Separate room / invigilator
- Use of word processing / printing facility

In certain circumstances it may be possible for students to take their examinations outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation / examination rules must still be adhered to.

The SENCO will communicate with the Exam Boards, and inform the Exam Officer, at the beginning of a course, if any student is to be given special arrangements for coursework which carries marks towards a final mark.

A separate room and invigilator is required for anyone with a reader and a separate room is usually required for an individual or group who is/are granted extra time/rest periods/use of a word processor.

It is preferable that the reader / amanuensis should be a person within the Learning Support Department who is familiar with and has had practice with the student taking the examination. It is important if for example the student and reader or amanuensis have worked together in similar situations such as internal tests / exams. It is the duty of Learning Support to ensure that no unauthorised help is given to these students.

The Exam Officer, in consultation with the SENCO will complete the Special Arrangement Request Forms for Special Needs candidates at the appropriate time and the SENCO will file the necessary evidence to be easily available for a JCQ inspection. Boards have a timetable of dates for the ordering of modified / enlarged papers for GCSEs which must be complied with.

The early opening and checking of Special Needs candidates' papers should be conducted in the presence of the Exam Officer only with the permission of the Exam Board, at an agreed time and any further enlargements / modifications completed by the designated person in good time for the start of the exam.

The necessary re-scheduling of internal and external exams for Special Needs students will be co-ordinated with the Exam Officer e.g. Candidates with Hearing Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.

15) Appendix C

RESULTS ENQUIRIES

If a candidate wishes to query a result, the information below will explain how to proceed. There is also information on fees and deadlines issued on the results days.

Subject teachers and the Examinations Officer will check for anomalies that might need investigation, but the onus is on the candidate to suggest that there might be a reason for re-mark. Candidates should discuss their concern with the relevant Head of Subject and if an enquiry is to be made, the school must handle the requests as exam boards will not deal with parents or students. The school will only pay for requests that are judged justified by the Head of Centre or Head of Subject. If a candidate wishes to proceed with a re-mark request against the advice of the school, the school will support and process the application but the cost must be met by the candidate before the request is sent to the examination board.

Guidance will be given to candidates informing them that re-marks can be expensive, and should marks be reduced then there is a possibility that the overall grade may be reduced.

Permission from the candidate will be obtained by the College before submitting a request for re-mark.

COURSEWORK AND CONTROLLED ASSESSMENT

Almost all coursework and controlled assessment is marked internally and moderated externally. The College submits a rank order of marks, which cannot be changed. The moderation process brings the work from all centres to a common standard. It is possible that the marks awarded can change (without changing the rank order) through the moderation but this is outside Clyst Vale's control. Individual coursework pieces cannot be re-marked within the result enquiry process. If candidates have concerns about this, they should ask the Exams Officer for a copy of the appeals procedure of the relevant examination board.

APPEALS

There cannot be an appeal against a re-mark. The paper will have been re-marked by a senior examiner whose opinion is final. Appeals can only be made against the *procedures of the Examination Board* and a further re-mark would not be requested as part of the evidence for such an appeal.