



Examinations Policy for GCSE and GCE Qualifications

Staff Member with Responsibility:	Examinations Officer
Reviewed by:	Executive Principal
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Documents to be read in conjunction with this document

Non Examined Assessment Policy

Contingency Plan

Special Educational Needs Policy

Exams Access Arrangements Document

Heathside School Accessibility Plan

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Post Result Enquiry Information and Application Form

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 every 3 years.

The exams policy will be reviewed by the Executive Principal.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The head of centre (Head of School):

- Has overall responsibility for the school/college as an exams centre and advises on appeals and re-moderation.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document - *Suspected malpractice in examinations and assessments*.

Exams officer (Manager and/or Assistant):

- Manages the administration of formal internal examinations which are included on the school calendar and all external examinations.
- Advises the Senior Leadership Team (SLT), subject teachers, registration tutors and other relevant support staff on annual exam timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution, to all centre staff 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 exams timetable that will affect them.
- Inform candidates and parents of the JCQ requirements for conduct in examinations.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Liaise with the Special Educational Needs Coordinator (SENCo) regarding students who require access arrangements.
- Produces timetables for students with access arrangements and informs the SENCo.
- Makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the team of invigilators. Organises the recruitment, training, and monitoring of invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches and stores returned coursework / controlled assessments.

- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Curriculum area managers and subject leaders are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets
- Adherence to deadlines as set by the Exams Officer.
- Advice to students on post-results procedures.
- Compliance with the school policy on Non Examined Assessment in conjunction with the JCQ regulations and subject specific regulations regarding this.

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or Exams Officer in accordance with deadlines set by the Exams Officer.
- Compliance with the school policy on Non Examined Assessment in conjunction with the JCQ regulations and subject specific regulations regarding this.

The SENCo is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements.
- Process any necessary applications for access arrangements in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/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 secure storage before the start of the exam and distribution in the examination room.
- Conducting the examination.
- Collection of all exam papers in the correct order at the end of the exam, packing and ensuring their return to the exams office.

Candidates are responsible for:

- Checking their statement of entry and notifying their teacher/the exams office of any concerns immediately.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they are sitting the correct paper **before they start any examination.**
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Executive Principal in liaison with the Head of School.

The types of qualifications offered are GCSE, A Level and BTEC in Media Production. In addition some Sixth Form students enter for The Level 3 Extended Project Qualification. AS Levels are not generally offered to students at the end of Year 12.

The subjects offered for these qualifications in any academic year may be found on the centre's website or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed as soon as the students start the course (i.e. at the start of Year 10 or 12).

Informing the exams office of changes to a specification is the responsibility of the Curriculum Area Manager (CAM) or Subject Leader (SL).

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of School in consultation with the Vice Principal, Curriculum and the Curriculum Manger or Subject Leader.

Exam series

Internal exams are scheduled in:

- Year 11 - December
- Year 13 – January
- Year 10 and Year 12 – April
- Key Stage 3 – End of June

External exams and assessments are scheduled in the November Series (GCSE) Maths and English retakes only) and the June (summer) series all other examinations.

Internal exams are held under external exam conditions wherever possible and when appropriate.

The Head of School and SLT in each Academy decide which exam series are used in the centre.

Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers who wish to make a change in level of entry or withdrawal must do so with the agreement of the Curriculum Area Manager **or** Subject Leader **and** one of the Vice Principals.

The centre does not accept entries from private candidates unless they are ex-students wishing to retake a subject.

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

The centre may allow students of the school to enter examinations for subjects they do not study at the centre; this is at the discretion of the Head of School.

Entry deadlines are circulated to CAMs and Subject Leaders via email, briefing meetings and pigeon holes.

CAMs/SLs will provide entry information to the exams officer to meet published deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of a Vice Principal, Curriculum, and the provision of a letter/email to the parent/carer informing them of this.

Students who continue to the Sixth Form but do not achieve at least a Level 4 in Maths and/or English are expected to retake this in the next available season. Students who wish to **retake** a GCSE may do so as a private candidate, paying the appropriate fee. This would only be the case if any required mark for Non Examined Assessment can be carried forward from the previous examination.

Students who wish to retake an A Level may do so as a private candidate, paying the appropriate fee. This would only be the case if any required mark for coursework can be carried forward from the previous examination.

Re-sit decisions will be made by the Exams Officer in consultation with the Vice Principal, Curriculum if required.

Exam fees

Entry fees are generally paid by the school for candidates who have followed a timetabled course. The candidate must pay if an entry is made for any other subject.

Candidates 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.

The Exams Officer will publish the deadline for actions well in advance for each exams series.

Late entry or amendment fees are generally paid by the centre.

Candidates who fail to attend an examination or request a late withdrawal will be liable for the original entry cost.

Re-sit fees must be paid by the candidate with the exception of Sixth Form students retaking GCSE English and Mathematics

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 Head of School.

Access arrangements

Before discussing access arrangements with parents/carers or students staff should first consult with the SENCo.

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCo.

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

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 Officer.

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

Contingency planning

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

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

Managing invigilators

Invigilators are employed directly by the school for the specific role.

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

Recruitment of invigilators is the responsibility of the Exams officer in conjunction with the Business Manager.

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

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

Invigilators' rates of pay are set by the Business Manager, in accordance with the Pay Policy.

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

Malpractice

The Head of Centre in consultation with Vice Principals and Exams Officer is responsible for investigating suspected malpractice and reporting to the Executive Principal.

Exam days

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

Site staff are responsible for setting up the Sports Hall and/or Gym, and will be advised of requirements at least one month in advance by the Exams Officer.

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

Subject staff may not be present at the start of the exam.

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 half a day 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 Lead Invigilator.

Candidates

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

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 responsibility for 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.

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

The Exams Officer and Student Support Co-ordinator are responsible for contacting and handling late or absent candidates on exam day.

Clash candidates

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

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, it is the candidate's responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body by the relevant closing date.

Internal assessment

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

Curriculum Area Managers or Subject Leaders must ensure that marks for all internally assessed work are kept on file. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results (Please refer to the Exam Results Collection Instructions published on the school website)

Candidates will receive individual results slips on results days:

- Students are required to collect their exam results in person before noon on the specified date.
- If collection on this date is not possible, the results will be posted by 1st class post, at noon, to the last address that we hold on record.
- If there are exceptional circumstances whereby the student is unable to collect their results, the Exams Officer must be notified **in advance** by the **student in writing** as to who will be collecting on their behalf.

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 Site Manager.

The distribution arrangements are the responsibility of the Head of Learning for Year 11 or Director of Sixth Form, as appropriate.

The provision of the necessary staff on results days is the responsibility of the Head of Learning for Year 11 or Director of Sixth Form, as appropriate.

Enquiries about Results (EAR) (Please refer to the post result enquiry application form for more information)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate. Candidates should always be advised that their marks may go down as well as up.

The cost of EARs will be paid by the candidate.

The decisions on whether to make an application for an EAR will be made by the candidate. In some circumstances the school may advise that an application should be made.

Candidates requesting EARs are advised to consult with a member of the subject staff before an application is made.

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

Requests for re-moderation of centre marked work are at the discretion of the Executive Principal and Head of School. It should be noted that currently there is no requirement for candidate consent but this should be checked each season as it is under review by JCQ.

Access to Scripts (ATS) (Please refer to the post result enquiry application form for more information).

Candidates may request for their scripts of written examinations to be returned up until 18th September following the release of results in the June season.

Centre staff may also request scripts for investigation or for teaching purposes, this must be done by the same date and the consent of candidates must be obtained.

Scripts from Edexcel are returned with no charge. For other examination boards there is a fee. If a fee is charged the candidate or school department requesting it will be charged.

With the exception of Edexcel and the circumstance outlined below, an EAR cannot be applied for once an original script has been returned.

Only A Level candidates may request a priority copy of a script on the day following the issue of results. The examining board will return this within 7 days so that a decision regarding an EAR may be made.

Processing of requests for ATs will be the responsibility of the Exams Officer.

Certificates

Candidates will be notified by letter when these are available and will receive their certificates either:

- In person at the centre. The candidate must sign to confirm collection.
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and also bring suitable identification with them that confirms who they are.
- If requested in writing and the fee paid, by recorded delivery to the address the school holds on file for the candidate. A copy of the request will be kept on record.

The centre retains certificates for 1 year.

A replacement certificate cannot be issued by the school.

Candidates may request a transcript of results directly from the examining boards. A fee is payable for this service.