



Exams Policy

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An academy within



“Learning together; to be the best we can be”

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Exams 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 annually.

The exams policy will be reviewed by the Senior Leadership Team and Exams Officers.

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

Exam responsibilities

The Head of Centre:

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

Exams Officer ¹:

- manages the administration of internal exams and external exams
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams 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.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- 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.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.
- identifies and manages exam timetables.
- organises the recruitment, training, and monitoring team of exams 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.

Post 16 Leader is responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- 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 in order to gain approval (if required).
- works with the exams officer to provide the access arrangements required by candidates in exams rooms.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

Teachers/Instructors/Cover Supervisors are responsible for:

- supply information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Lead Invigilator/Invigilators are responsible for:
- assist the exams officer in the efficient running of exams according to JCQ regulations.
- collect 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 ensuring they are returned to the exams office.

Candidates are responsible for:

- confirm and sign entries.
- understand coursework / controlled assessment regulations and sign a declaration that authenticates the coursework as their own.
- ensure they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Senior Leadership team.

The types of qualifications offered are:

- Functional Skills in English, Mathematics and ICT at Entry level 1, 2, 3 and Level 1 and 2.
- Open Awards certificate in Diploma and Life Skills at Entry Levels 1 – 3
- Childrens University accreditation
- Duke of Edinburgh Awards Bronze - Gold

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

Informing the exams office of changes to a specification is the responsibility of the Exams Officer.

Decisions on whether a candidate should be entered for a particular subject will be taken by Class teachers in consultation with the Post 16 Lead and Exams Officer

Exam Series

Internal exams (mock or trial exams) and assessments are scheduled in the Autumn, Spring and Summer term.

Internal exams are held under external exam conditions.

The Senior Leadership team decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Class Teachers and the Exams Officer.

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables at a specified date before each series begins.

Entries, Entry Details and Late Entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to teachers via email and briefing meetings.

Teachers 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 Exams Officer.

Functional skills re-sits are allowed.

Re-sit decisions will be made by Class Teacher in consultation with in the Exam Officer

Exam Fees

All exam fees are paid by the school.

Late entry or amendment fees are paid by the school.

Fee reimbursements are not sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the school.

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 exams officer

Access arrangements

A candidate's access arrangements requirement is determined by the Class Teacher and Exams Officer.

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

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

Contingency planning

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

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

Estimated grades

Class Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing Invigilators

Invigilators are recruited from within the organisation and are all DBS checked.

Invigilators are timetabled, trained, and briefed by the Lead Internal Verifier and Exams Officer.

Malpractice

The Quality Control Officer, in consultation with Exams Officer, is responsible for investigating suspected malpractice. (Please refer to the Malpractice, Maladministration, Plagiarism (Accreditation) Policy)

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.

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

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

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.

In practical exams, teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by 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 examination scripts to awarding bodies.

Candidates

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 Invigilator

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

The Exams Officer or class teacher is responsible for handling absent candidates on exam day.

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 to that effect.

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

The Exams Officer will make a special consideration application to the relevant awarding body within insert number days of the exam.

Internal Assessment

It is the duty of teaching staff 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.

Marks for all internally assessed work are provided to the Exams Office by the Class Teacher. 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

Candidates will receive their result slips

- in person at the centre
- by post to their home address

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

Enquiries about Results (EAR)

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, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre

All decisions on whether to make an application for an EAR will be made by class teacher and Exams Officer.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the school.

Certificates

Candidates will receive their certificates

- in person at the centre
- by post to their home address
- collected and signed for

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 25 years.

A new certificate will not be issued by an awarding organisation. A transcript of may be issued if a candidate agrees to pay the costs incurred.

Head of Centre :

Lyndsey Proctor

Exams Officer :

Rachel Wilson

Date : 1st October 2024