

# EXAMINATIONS POLICY



**Lees Brook  
Academy**

Document Owner	S Geary
Date Reviewed	September 2022

## Key staff involved in the exams policy

Role	Name(s)
Head of centre	Clare Watson
Exams officer line manager (Senior Leader)	Steve Geary
Exams officer	Susan Ward
SENCo	Hannah Davies
SLT member(s)	Steve Geary

### **Contents:**

Purpose of the policy

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details and late entries
5. Exam fees
6. The Disability Discrimination Act (DDA), special needs and access arrangements
7. Managing invigilators and exam days
8. Candidates, clash candidates and special consideration
9. Results, enquiries about results (EARs) and access to scripts
11. Certificates

## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that:

“... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.” [JCQ General Regulations for Approved Centres (GR) 1]

- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance. This policy will be communicated to all relevant centre staff.

## **1. Exam responsibilities**

Head of Centre (Principal Clare Watson)

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- responsible for reporting all suspicious or actual incidents of malpractice to the appropriate exam board

### **Exams Officer**

Understands the contents of annually updated JCQ publications

Manages the administration of public and internal exams:

- advises the senior leadership team, heads of departments and other relevant staff on annual exam timetables and application procedures as set by the various exam boards
- produces and distributes timetables to both staff, candidates and parents
- identifies and manages exam timetable clashes
- communicates 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 controlled assessments are 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
- provides support to the SENDCo in relation to the administration of access arrangements and makes applications for special considerations relating to examinations
- 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' controlled assessment marks, and sends and tracks the requested material to external moderators
- arranges for dissemination of exam results and certificates to candidates and processes, in consultation with the SLT, any appeal or re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- starts and finishes all internal and external examinations, including instructions to candidates
- are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ
  - External validation of courses followed at key stage 4 and post-16

### Heads of Department

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

### Teachers

- Involvement in dissemination of examination materials
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

### SENDCo

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: *Access Arrangements and Reasonable Adjustments*
- 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 candidates achieve their course aims

### Lead Invigilator

- Assists the exams officer in starting and finishing all internal and external examinations

### Candidates

- Confirmation and signing of entries and exam contracts
- Understanding controlled assessment regulations and signing a declaration that authenticates the work as their own

## The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, vice principal, heads of department, and the senior leadership team.

The subjects offered for those qualifications in any academic year may be found in the centre's published prospectus for that year or on the school website. Decisions on whether a candidate should or should not take an individual subject will be taken in consultation with the candidate, parents/carers, and appropriate members of staff.

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

## **Exam seasons and timetables**

Exam seasons Internal exams are scheduled in January and elsewhere as deemed appropriate by the Principal and SLT

External exams are scheduled in May and June

All internal exams are held under external exam conditions.

Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams

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

### **Entries**

Candidates are selected for their exam entries by the heads of department, and the subject teacher. Entries must be emailed to the exams officer.

The exam officer is to check registration against G4S and information provided by the head of department and subject teacher. This must be checked, signed and stored prior to registration with the exam board.

Candidates are selected for the tier of entry by the head of department, subject teacher and senior leadership team.

The centre does not accept entries from external candidates.

Late entries

Entry deadlines are circulated to heads of department by the Exams Officer. Late entries are authorised by the heads of department and the Exams Officer.

### **Exam fees**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by centre, unless the request has come from the candidate/candidate's parent/guardian/carer.

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.

## **The Disability Discrimination Act (DDA), special needs and access arrangements**

### **DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special needs**

A candidate's special needs requirements are determined by the SENDCo and specialist teacher.

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

### **Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENDCo and the 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 SENDCo with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCo with the exams officer.

## **Managing invigilators and exam days**

### **Managing invigilators**

External invigilators will be used for all exams.

The recruitment of invigilators is the responsibility of the Exams Officer.

All new invigilators are to be observed conducting their duties within the first 6 months of invigilating. Thereafter observations are carried out annually to ensure that regulations are followed.

It is the responsibility of the Exam Officer to disseminate information from awarding bodies to all staff involved in invigilating.

Securing the necessary Disclosure and 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 are timetabled and briefed by the exams office. Invigilators' rates of pay are set by the centre administration.

### **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 invigilators.

Site management is responsible for setting up the allocated rooms.

The exams officer and the lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification and orderly entry of candidates. 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.

All spare question papers will be distributed to heads of subject 24 hours later.

## **Candidates, clash candidates and special consideration**

### **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, accompanied by an invigilator, and will immediately return to the exam room.

The Exams Officer and SLT 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

### **Clash candidates**

The Exams Officer will be responsible as necessary for making suitable arrangements for candidates with a clash of exams in the same session.

### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre and the exams officer or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence of illness within three days of the exam, for example a letter from the candidate's doctor, or other documentation as appropriate.

The exams officer will send a completed special consideration form to the relevant awarding body within seven days of the exam/exam series.

## **Results, enquiries about results (EARs) and access to scripts (ATS)**

### **Results**

Candidates will receive individual results on results days either in person at the centre or by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days and the provision of staff are made by the Head of Centre and the Exams Officer.

### **Enquiries about results [EARs]**

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

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.

### **Access to scripts [ATS]**

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

## **Certificates**

Certificates are presented in person 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.

The centre retains certificates indefinitely, but if a candidate loses certificates which have been signed for, it is the responsibility of the candidate to request and pay for replacements from the appropriate awarding bodies.