



“When learners leave Westfield they will have, and effectively use, the attributes necessary to succeed in all areas of 21st century life.”

---

Policy Title

**EXAMINATIONS POLICY**

**2015/16**

Date approved by Governing Body

Date of full implementation

Date of review

Signature Headteacher: \_\_\_\_\_

Date:    March 2015

Signature Chair of Governors: \_\_\_\_\_

Date:    March 2015

# **EXAMINATIONS POLICY**

**2015/16**

## **Contents**

- 1. Exam responsibilities**
- 2. The statutory tests and qualifications offered**
- 3. Exam seasons and timetables**
- 4. Entries, entry details, late entries and retakes**
- 5. Exam fees**
- 6. The Equality Act 2010, special needs and access arrangements**
- 7. Managing invigilators and exam days**
- 8. Candidates, clash candidates and special consideration**
- 9. Coursework/Controlled Assessments and appeals against internal assessments**
- 10. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 11. Certificates**
- 12. Contingency Planning**

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To ensure the Centre complies with Joint Council for Qualifications regulations and awarding body guidelines.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre, Senior Leadership Team Lead and the Exams Officer.

## 1. Exam responsibilities

### Head of Centre

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### 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 exam boards
- oversees the production and distribution to staff, and candidates deadlines 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 in conjunction with SENCO access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the exam invigilators and organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- ensures candidates' coursework marks and controlled assessment marks and requested work samples are submitted, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- submits coursework marks online and makes amendments where necessary
- 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.

### **Vice Principal**

- Line Management of Examinations
- Curriculum and Achievement
- External validation of courses followed at Key Stage 4

## **Subject Leaders**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Inform Exams Officer of any amendments to registrations within allocated timescales.

## **Teachers**

- Submission of candidate names to heads of department /faculty.

## **SENCO/Additional Needs**

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Staff to inform SENCO of evidence of need.
- Notification of access arrangements (as soon as possible after the start of the course).
- 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.

## **External Lead Invigilator/invigilators**

- Support the exams officer when preparing the examination rooms.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Assist with the smooth and efficient running of examinations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office in a secure manner.

## **Candidates**

- Confirmation and signing of entries.
- Ensure they know the date, time and location of all their exams.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensure they abide by and are aware of the JCQ information for candidates for written and on-line examinations.
- Ensure they are aware of all deadlines for coursework/controlled assessments, entries and post result requests and that they meet stated deadlines.

### **Administrative staff**

- Support for the input of data – keeping student data up to date.
- Assisting with Additional needs of pupils.
- Posting of exam papers.
- Admissions Officer to inform Exams Officer of changes to enrolment amendments.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of curriculum.

The statutory tests and qualifications offered are GCSE, A levels, Btec and NVQs.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by end of summer term.

Informing the Exams Officer of changes to a syllabus is the responsibility of the faculty leaders.

Decisions on whether a candidate should not be entered for a particular subject will be taken in consultation with the subject teachers, head of department, Vice Principal and candidates' parents.

At key stage 4

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

At post-16

It is expected that AS modules will be completed during year 12.

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

Internal exams are scheduled in November and February.

External exams are scheduled in May/June.

Which exam series are used in the centre is decided by the subject leaders and the senior leadership team.

#### **3.2 Timetables**

The exams officer will circulate the exam timetables for external and internal examinations once these are confirmed.

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

#### **4.1 Entries**

It is the faculty leaders' responsibility to check that all entry codes and details are correct and to advise the Exams Officer of any amendments.

It is the students' responsibility to check that all entries and personal details are correct and to advise the Exams Officer of any amendments by the stated deadlines.

Candidates are selected for their exam entries by the Subject Leaders and the Subject Teachers.

Any entries requested by the student or parent/carer and not supported by the subject teacher must be paid for by the student.

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

#### **4.2 Late entries**

Entry deadlines are circulated to heads of department via e-mail.

Late entries are requested by heads of department and Exams Manager with SLT authorisation.

#### **4.3 Retakes**

Candidates are allowed a reasonable number of retakes per subject in AS and A2 levels. GCSE retakes will be allowed in exceptional circumstances and to ensure compliance with attainment requirements.

Retake decisions will be made in consultation with the candidates, subject teachers, vice principal and the head of centre.

(See also section 5: Exam fees)

### **5. Exam fees**

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Exam entry errors are paid by the departments.

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.

Reimbursement will be sought from candidates who fail to sit an exam.



This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

## **6. The Equality Act 2010, special needs and access arrangements**

### **6.1 Equality Act**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special needs**

A candidate's additional needs requirements are determined by the SENCO.

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

### **6.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the 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 will be organised by the SENCO/exams officer.

Provision of support for candidates' access arrangements is the responsibility of the SENCO as requested by the exams officer.

## **7. Managing invigilators and exam days**

### **7.1 Managing invigilators**

External invigilators will be used for exam supervision. They will be used for all exams.

The recruitment of invigilators is the responsibility of Human Resources Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of Human Resources Officer

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

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the centre administration (currently £7.50 and for Senior Invigilator £10.00).

### **7.2 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 Team are responsible for setting up the allocated rooms.

SLT/Lead Invigilator/exams officer will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted

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. Papers will be distributed to directors of learning/faculty at the end of the exam season (or after 24 hours if requested).**

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

### **8.1 Candidates**

The centre's published rules on uniform, 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 requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Admin Officers 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.

## **8.2 Clash candidates**

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

## **8.3 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

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

## **9. Coursework/controlled assessment and appeals against internal assessments**

### **9.1 Coursework/Controlled Assessment**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date – curriculum area directors/subject leads to advise students of internal deadline

Curriculum area directors/subject leads will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams officer by the curriculum area directors/subject leads.

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- It is the responsibility of the subject leader to obtain the controlled assessment task details from the exam boards.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The exams officer should be notified when high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away, as above.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, the exams officer must be informed.
- If a students' work is lost within the school, this must be reported to the exam board by the exams officer.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do not apply to controlled assessment.
- The assessment marks must be submitted to the exam office by the appropriate date.

## **9.2 Appeals against internal assessments**

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 10 June to the Principal (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Principal's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

### **10.1 Results**

Candidates will receive individual results slips on results days in person at the centre.

Third Parties may collect candidates results only with prior written authorisation from the candidate to the Exams Officer.

Uncollected results will be posted to the candidate if a stamped addressed envelope is left with the Exams Officer or kept in school for distribution at the beginning of the next school year.

Results will NOT be issued by telephone, email or text.

Arrangements for the school to be open on results days are made by the SLT.

The provision of staff on results days is the responsibility of the senior leaders.

The centre aggregates at the end of year 12 for AS grades.

## **10.2 EARs**

Where a candidate is unhappy with the mark awarded for a particular externally marked exam unit, a clerical check or review of original marking may be requested via the Examinations Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request.

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

When the centre does not uphold 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.

(See section 5: Exam fees)

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.

## **10.3 ATS**

Candidates may request the return of their exam scripts for which they will be charged the Exam board fee.

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.

## **11. Certificates**

Certificates are 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.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for 2 years.

## 12. Contingency Planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

.....  
**Head of centre**

Tim Body

.....  
**Exams Officer**

Clare Martin

.....  
**Date**

The policy is next due for review on 9<sup>th</sup> Sept 2016