

***School Mission Statement***

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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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.

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 every two years.

This exam policy will be reviewed by the exams officer.

## 1. Exam responsibilities

Head of centre

Overall responsibility for the school 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 teachers 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, directors 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 controlled assessment 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 *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 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, tracks despatch and stores returned controlled assessment 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.

Curriculum Deputy head

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made

#### Heads of Faculty

- 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.

#### Head of careers

- Guidance and careers information.

#### Teachers

- Recording of evidence of use of access arrangements; reader, scribe or use of extra time.
- Submission of candidates' names and tier of entry to Head of Faculty.

#### SENCO to oversee

- Administration of access arrangements.
- 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/invigilators

- Collection of 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 their return to the exams office.

#### Candidates

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

## 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 faculty.

The statutory tests and qualifications offered are GCSE and Entry level.

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 immediately.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the SENCO, heads of subject and the deputy head.

At key stage 4

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

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

#### 3.1 Exam seasons

Internal exams are scheduled throughout the year as calendared.

External exams are scheduled to take place in May and June.

Mock GCSE exams are held under external exam conditions.

#### 3.2 Timetables

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

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

#### 4.1 Entries

Candidates are selected for their exam entries by the heads of faculty.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The centre may accept entries from external candidates. Each request will be considered individually.

#### 4.2 Late entries

Entry deadlines are circulated to heads of faculty by email.

Late entries are authorised by the exams officer.

### **5. Exam fees**

The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by centre.

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.

External candidates are responsible for their own examination fees, all fees are to be paid in full before an external candidate is entered for any exam.

## **6. The Disability Discrimination Act (DDA)2005, The Equality Act 2010, special needs and access arrangements**

### 6.1 DDA 2005 / The Equality Act 2010

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. The Equality Act 2010 ensures that reasonable adjustments are made to enable access 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 special needs requirements are determined by the SEND Department, Doctor, Head of Upper School and Educational Psychologist / Specialist Teacher.

The LS manager or SEN Teacher 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.

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of 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 exams officer.

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

## **7. Estimated grades**

### Estimated grades

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

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

### 8.1 Managing invigilators

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

The recruitment of invigilators is the responsibility of the exams office and the School Business Manager.

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

DBS 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.

## 8.2 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.

Site management is responsible for setting up the allocated rooms.

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

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 Heads of Faculty the following day as suggested by the JCQ guidelines.

## 9. Candidates, clash candidates, special consideration and contingency plans

### 9.1 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 requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer 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.

### 9.2 Clash candidates

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

### 9.3 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, the 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 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.

## 9.4 Contingency Plans

In the event of a scheduled testing of a fire alarm staff will be informed and candidates will remain in their exam rooms.

In the event of a fire alarm or bomb alert the evacuation procedure will be followed.

Should an examination area become unsafe or unusable for exams then alternative provision within the site will be given priority.

Should a major disruption occur the Joint Contingency plan for the examination system will be referred to. The exams officer will liaise directly with the exam board for advice and contact nearby schools or community facilities should the need arise to secure alternative accommodation.

## 10. Controlled Assessments and appeals against internal assessments

### 10.1 Controlled Assessments

Candidates who have to prepare for controlled assessments should do so as directed by the teacher and stated in the regulations for each specific regulations.

Candidates will comply with JCQ regulations at all times when completing their Controlled Assessments.

Heads of faculty will ensure all controlled assessment is ready for despatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers.

### 10.2 Appeals against internal assessments

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

The main points are:

- 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 controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

### 11.1 Results

Candidates will receive an individual results slip 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 are made by the exams officer.

The provision of staff on results days is the responsibility of the exams officer.

### 11.2 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 may investigate the feasibility of asking for a re-mark at the centre's expense.

A candidate may apply to have an enquiry carried out. The procedure for this is published and available to the candidate together with the charges made.

### 11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers.

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.

(See also section 5: Exam fees)

## 12. 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.

Certificates may be sent by recorded delivery with a covering letter if certificates have not been collected after 6 months.

The centre retains certificates for two years.