

Exams

Policy

Signed by:

 Headteacher Date:

 Chair of governors Date:

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Table of Contents

[1.1 Exam responsibilities 3](#_Toc63782156)

[1.2 Qualifications offered 4](#_Toc63782157)

[1.3 Exam timetables 5](#_Toc63782158)

[1.4 Entries, entry details and late entries 5](#_Toc63782159)

[1.5 Exam fees 5](#_Toc63782160)

[1.6 Equality Legislation 5](#_Toc63782161)

[1.7 Access arrangements 5](#_Toc63782162)

[1.8 Contingency planning 6](#_Toc63782163)

[1.9 Estimated grades 6](#_Toc63782164)

[1.10 Managing invigilators 6](#_Toc63782165)

[1.11 Malpractice 6](#_Toc63782166)

[1.12 Exam days 7](#_Toc63782167)

[1.13 Candidates 7](#_Toc63782168)

[1.14 Special consideration 7](#_Toc63782169)

[1.15 Internal assessment 8](#_Toc63782170)

[1.16 Results 8](#_Toc63782171)

[1.17 Enquiries about Results (EAR) 8](#_Toc63782172)

[1.18 Access to Scripts (ATS) 9](#_Toc63782173)

[1.19 Certificates 9](#_Toc63782174)

**Tor School KS4 Staff Structure:**

**(in reference to the exam 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 every year

The exams policy will be reviewed by the *Leadership Team*

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://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**:

* manages the administration of external exams with the support of the Deputy Headteacher
* 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.
* SENDCo with the SEN administrator, administer 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 timetable clashes.
* accounts for income and expenditures relating to all exam costs/charges. Provides the finance administrator with requisition forms for all exam entries
* 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 Coordinators**are responsible for*:*

* 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.

**Teachers** are responsible for:

* supplying information on entries, coursework and controlled assessments as required by the curriculum coordinator and/or exams officer.

The **special educational needs coordinator (SENDCo)**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 in order to gain approval (if required).
* working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Candidates** are responsible for:

* confirmation and signing of entries.
* understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
* ensuring 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 GCSE’s, Entry level, Functional Skills, NCFE vocational qualifications.
Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Coordinatorsin consultation with SLT

## Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for *external exams* 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 occasionally accepts entries from private candidates.

The centre can act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/curriculum 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 from the Headteacher.

Re-sit decisions will be made by Subject Coordinators in consultation with the Headteacher.

## Exam fees

A requisition for exam fees must be completed by the exams officer and given to the finance administrator.

## 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/SLT.

## Access arrangements

The SENDCo 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 *SENDCo.*

Ensuring there is appropriate evidence for a candidate’s access arrangement is the responsibility of *Subject teachers/subject coordinators/SENDCo*

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *SENDCo*

The Exams Officer will arrange rooming for access arrangement candidates

The SENDCo will provide training for invigilators about access arrangements

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 and are in line with the guidance provided by Ofqual, JCQ and awarding organisations*.*

**Private candidates**

Managing private candidates is the responsibility of the Exams Officer

## Estimated grades

Subject Coordinators are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## Managing invigilators

External staff will not be used to invigilate examinations.

## Malpractice

The head of centre in consultation with SLT is responsible for investigating suspected malpractice.

## Exam days

The Subject Coordinators/SLT will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam to assist with identification of candidates. 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, 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 subject coordinators in accordance with JCQ’s recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## 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 SLT.

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 SLT.

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

The Exams Officer/ Headteacher are responsible for handling late or 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'sExams 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 *2* days of the exam.

## Internal assessment

It is the duty of subject coordinators to ensure that all internal assessment is ready for dispatch at the correct time. The exams officerwill 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 *subject coordinators* The exams officer will inform staff of the date when appeals against internal assessments must be made by.

## Results

Candidates will receive individual results slips on results days,

* in person at the centre

*For candidates who do not collect their results will have them posted home on results day and not prior to this date.*

## 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 candidate or School as appropriate

All decisions on whether to make an application for an EAR will be made by Tony Sammon.

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

## Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within *7* 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.

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

## Certificates

Candidates will receive their certificates

* by post to their home address

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 *3* years.