



GOVERNORS' POLICY STATEMENT

(32) EXAMS POLICY

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;
- 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.

Adopted by Senior Leadership Team on: 18.07.18

Review Date: 18.07.20

1. The 11-16 Exam Policy

The exam policy will be reviewed internally every year to comply with changes to JCQ regulations.
The exam policy will be reviewed by SLT every two years.

2. Exam Responsibilities

- a. Teachers are responsible for:
 - i. Identifying any additional students who might require access arrangements (as soon as possible after the start of the course) and informing the Head of the Access to Learning Faculty (ALF) as appropriate.
 - ii. The submission of candidates' names to heads of department/school/curriculum.
 - iii. Making decisions on entries for qualifications which meets the student's needs in their key stage 4 classes (this should involve consultation with Head of Faculty/Subject/Department and students/parents as appropriate).
 - iv. Completion of qualification mark sheets (entries/coursework/estimated grades) accurately and informing students of their marks, to allow candidates the opportunity to appeal before the submission deadline.
- b. The Head of the Access to Learning Faculty (ALF) is responsible for:
 - i. Identification and testing of candidates to determine the requirement for access arrangements.
 - ii. Provision of additional trained support - spelling, reading, writing, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment, or any other appropriate support to help candidates achieve their course aims.
 - iii. The Head of Centre (Headteacher) has overall responsibility for ensuring that the correct assessments are undertaken, to determine whether an individual student requires access arrangements. This includes ensuring the centre specialist assessor holds the appropriate current qualifications.
- c. Heads of Faculty/Subject/Department are responsible for:
 - i. Overseeing and advising subject teachers on entry issues and ensuring entry and coursework/NEA deadlines are met.
 - ii. Communicating subject specific changes to JCQ regulations to teachers.
 - iii. Ensuring students are informed and clear as to their exam entries and the procedures/requirements involved.
 - iv. Analysis of results to determine whether post-results services are appropriate.
- d. Examinations Officer is responsible for:
 - i. Ensuring that all students are appropriately entered for public qualifications, as instructed by subject leader.
 - ii. Dealing effectively with exam administration and liaise with the exam boards as necessary.
 - iii. Providing Heads of Faculty/Subject/Department with the relevant JCQ regulations for the academic year.
 - iv. Ensuring the smooth running of all public examinations during the exam period and internal examinations as instructed by Senior Leadership Team.
 - v. Ensuring all examination scripts are securely received, stored and dispatched in accordance with JCQ regulations.
 - vi. Co-ordinating and managing the team of Exam Invigilators.
 - vii. Undertaking all necessary training of Exam Invigilators at least annually.
 - viii. Liaising with ALF regarding access arrangements for students.
 - ix. Processing special consideration applications as appropriate.
 - x. Organising and preparing for the collection of examination results slips.
 - xi. Dealing with post results' enquiries as necessary.
 - xii. Providing exam data for the school prospectus.
- e. Lead invigilator/invigilators are responsible for:
 - i. Ensuring exam venues are laid out in accordance with JCQ regulations.
 - ii. Overseeing the exam following the procedures and principles described in JCQ "instructions for conduct of exams"
 - iii. Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office.

- f. Candidates are responsible for:
 - i. Confirmation of entries.
 - ii. Understanding coursework/controlled assessment/NEA regulations and signing a declaration that authenticates the coursework/NEA as their own.
 - iii. Complying with JCQ instructions concerning exam protocols and procedures.

3. Qualifications

The qualifications offered at this centre are decided by the Senior Leadership Team (SLT).

The subjects offered for these qualifications in any academic year may be found in the centre's options booklet for that year.

Informing the Exams Office of changes to a specification is the responsibility of the Heads of Faculty/Subject/Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, subject teachers, Heads of Faculty/Subject/Department and the Deputy Headteacher (Curriculum).

4. Controlled Assessments/Coursework

Please refer the school's controlled assessment policy.

5. Non-examination Assessments

The JCQ guidance document "Instructions for conducting non-examination assessments 2017-18" has been adopted by the school.

6. Exam Series

Internal exams and assessments are scheduled in the previous summer term by the Deputy Head (Teaching and Learning).

Year 11 Mock exams, Year 10 Mock exams and Year 7, 8 and 9 Core end of year exams are held under external exam conditions.

Heads of Faculty/Subject/Department decide which exam series are used in the centre, in accordance with awarding bodies' availability.

The schedule for controlled assessments/NEAs should be agreed at the start of the academic year by negotiation with the Deputy Headteacher (Curriculum) and Heads of Faculty/Subject/Department and calendared as appropriate.

7. Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for internal exams.

8. Entries, Entry Details and Late Entries

- a. Candidates are selected for their exam entries by the heads of faculty/department, heads of subject and subject teachers in consultation with parents/carers.
- b. Entry details are conveyed to students and parents/carers via individual candidate timetables.
- c. Candidates or parents/carers can request a subject entry, change of level or withdrawal in writing with agreement from the SLT Curriculum Leader, including settlement of any additional examination fees incurred.
- d. Entry deadlines are circulated to heads of Faculty/Subject/Department by the Exams Officer via email.
- e. Amendments/late entries are authorised by Deputy Headteacher (Teaching & Learning).

- f. Re-sit decisions will be made in consultation with the Exams Officer, Deputy Headteacher (Teaching and Learning) and Heads of Faculty/Department. Charges for these re-sits will be incurred by the candidate, unless agreed by the Deputy Headteacher (Teaching & Learning).

9. Exam Fees

- a. Candidates or departments will not be charged for changes of tier, late entries or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies and do not incur extra fees.
- b. Initial GCSE entry exam fees per subject are paid by the centre.
- c. Late entry or amendment fees may be paid by the centre, department or parents/carers depending on the circumstances. The Deputy Headteacher (Teaching and Learning) will make this decision and inform the Head of Faculty/Subject/Department as appropriate.
- d. Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework/NEA requirements unless medical evidence or evidence of other mitigating circumstances is provided.
- e. The centre will meet the cost of no more than ten qualifications per candidate.

10. Equality Act 2010

- a. Please refer to Oakwood's Special Educational Needs and Disability policy.
- b. All exam centre staff must ensure that the requirements of the Equality Act 2010 are complied with.
- c. The centre will meet the disability provisions under the Equality Act 2010 by ensuring that all exam venues and relevant correspondence are accessible to all candidates/parents/carers regardless of disability or first language spoken. Information is available in alternative formats upon request. This is the responsibility of the Head of Centre, Exams Officer and Head of ALF.

11. Access Arrangements

- a. The Head of ALF will inform subject teachers and the Exams Officer of candidates with special educational needs who are embarking on a course leading to a qualification. The Head of ALF can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in any formal assessments/examinations.
- b. A candidate's access arrangements requirement is determined by the Head of ALF.
- c. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of ALF.
- d. Co-ordinating access arrangement provision for candidates to take exams is the responsibility of the Access To Learning Faculty.
- e. Rooming for access arrangement candidates will be organised by the Exams Officer and the Senior Invigilator, in consultation with other users.

12. Contingency Planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team, in accordance with the published Joint Contingency Plan.

13. Managing Invigilators

- a. Recruitment of invigilators is the responsibility of the Exams Officer and centre administration. Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration. Fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the centre administration. Payroll administration is recorded and authorised by the Exams Officer.
- b. Exam Invigilators are used to invigilate examinations. These invigilators will be used for external and agreed internal exams.
- c. Invigilators are timetabled and briefed by the Exams Officer and Senior Invigilator.

15. Exam days

- a. 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.
- b. Site management is responsible for setting up the allocated rooms.
- c. A designated invigilator will start all exams in accordance with JCQ guidelines.
- d. In practical exams subject teachers may be on hand in case of any technical difficulties.
- e. Exam papers must not be read by any member of staff (unless they are directly involved in the invigilation of that exam) or removed from the exam room unless specifically requested to do so by the Head of Centre or their nominated representative. Papers will be distributed to Heads of Department once all examination papers have been collated.

16. Candidates

- a. For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.
- b. Candidates who arrive late to an examination will be allowed to sit the examination in accordance with JCQ regulations and at the Head of Centre's discretion.
- c. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.
- d. The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- e. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- f. All candidates who fail to comply with the instructions for candidates outlined in the JCQ publication 'Instructions for Conducting Examinations' will be reported to the Senior Leadership Team for internal examinations and the relevant awarding body for external examinations.
- g. 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, it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator with immediate effect.
- h. Candidates must support any special consideration request with the appropriate evidence within three days of the exam, if requested by the Exams Officer, who will then forward the request to the relevant awarding body within seven days of the exam.

17. Private Candidates

Managing private candidates is the responsibility of the Exams Officer. It is at the Head of Centre's discretion whether a private candidate may be entered for qualifications. The cost of the qualification will consist of:

- a. The Awarding body's entry fees.
- b. The hourly rate of an additional invigilator, multiplied by the duration of the examinations. This is a requirement to satisfy Child Protection regulations.
- c. A nominal admin cost of £10.

Private candidates are required to sign in and out at the Main Reception and must be escorted whilst on the premises at all times.

Private candidates are required to provide photographic proof of ID (e.g. Passport/Driving Licence) for each examination. Photocopies will not be accepted.

18. Malpractice

The Head of Centre is accountable for investigating suspected malpractice and reporting to the relevant exam board in accordance with JCQ regulations.

19. Internal assessments and appeals

It is the duty of Heads of Faculty/Subject/Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

The centre's controlled assessment policy describes principles, procedures and responsibilities and is clearly understood by all parties concerned. This must be available to JCQ exam inspectors on request.

a. Marks and appeals

Marks for all internally assessed work are provided to the exams office by the Heads of Faculty/Subject/Department

b. Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the school website.

20. Results

- a. Arrangements for the centre to be open on results days are made by the Head of Centre.
- b. The provision of staff on results days is the responsibility of the Head of Centre.
- c. Individual result slips will be available for candidates to collect in person at the centre on the exam boards' published results day. Result slips not collected in person will be posted to the last address held on the school's database.

21. Enquiries about Results (EARs)

- a. EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's written consent is required before any EAR is requested.
- b. The centre will pay for strategic remarks, decided by the Deputy Headteacher (Teaching & Learning).
- c. The centre will always support a candidate's request for a clerical recheck or review of marking. The candidate will usually pay for this service. However, a candidate's decision to appeal a review of moderation of controlled assessments may not be supported due to the potential impact to other students' grades in the sample. In this instance a candidate may appeal this decision in writing to the Headteacher within 5 working days.

22. Access to Scripts (ATS)

- a. After the release of results, candidates may ask subject staff to request the return of papers within seven days' scrutiny of the results.
- b. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- c. GCSE re-marks cannot be applied for once a script has been returned.

23. Certificates

- a. Certificates are collected in person at the GCSE Awards Ceremony.
- b. Certificates can be collected on behalf of a candidate by third parties, provided there has been written authorisation to do so.
- c. The centre retains certificates for five years. After this time, they are confidentially destroyed.