Exams Policy

Updated: *December 2016*
Review date: *December 2018*

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 two years. The exams policy will be reviewed by the Exams & Data Manager and the SLT Line Manager responsible for Examinations.

Where references are made to JCQ regulations and/or guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Headteacher (Head of Centre) :

- has overall responsibility for Adeyfield School as an exams centre and advises on appeals and remarks;
- is responsible for reporting all suspected or actual incidents of malpractice as outlined in the JCQ document 'Suspected Malpractice in Examinations and Assessments'.

The Exams & Data Manager:

- manages the administration of internal and external exams;
- advises SLT, Heads of Faculty, subject teachers and other relevant staff on annual exam timetables and procedures as set by the Awarding Bodies;
- oversees the production and distribution to all staff and candidates of an annual calendar of exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- ensures that candidates and parents/carers are informed of and understand those aspects of the exam timetable that will affect them;
- checks with teaching staff that the necessary 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 exams;
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are despatched as per the guidelines;
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration;
- identifies and manages exam timetable clashes;
- accounts for income and expenditures relating to all exam entries;

- organises the recruitment, training, monitoring and line management of a team of Exam Invigilators responsible for the conduct of exams;
- ensures candidates' controlled assessment marks, and any other material required by Awarding Bodies, are submitted correctly and on time;
- tracks and despatches controlled assessments and distributes material returned by Awarding Organisations to the appropriate Head of Faculty;
- arranges for distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- accurate completion of entry marksheets and adherence to deadlines as set by the Exams & Data Manager;
- accurate completion of controlled assessment marksheets and declaration sheets;
- decisions on post-results procedures;
- administering controlled assessments;
- retaining and storing controlled assessments securely for the required period. Disposing of any materials no longer required in an appropriate manner.

Subject teachers are responsible for:

- supplying information on entries and controlled assessment marks as required by Heads of Faculty.

The IENCo is responsible for:

- identifying requirements and arranging testing of candidates for access arrangements. Notifying the Exams & Data Manager so that applications for approval can be made in good time;
- working with the Exams & Data Manger to provide the access arrangements required by candidates in exam rooms.

The Exams Assistant & Invigilators are responsible for:

- assisting the Exams & Data Manager in the efficient running of exams according to JCQ regulations;
- collecting exam papers and other material from the Exams Office before the start of an exam;
- collecting all exam papers in the correct order at the end of an exam and ensuring their return to the Exams Office.

Candidates are responsible for:

- checking their individual Statements of Entries and confirming entries that they expect to be made;
- understanding controlled assessment regulations and signing a declaration that authenticates the work as their own;
- ensuring that they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Curriculum Manager and Head Teacher.

The types of qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals/Technicals, Functional Skills and Prince's Trust.

The subjects offered for these qualifications in any academic year can be found in the School's published prospectus or similar documents for that year. Decisions related to changes to specifications are the responsibility of the Curriculum Manager and the Head of Faculty. If there is to be a change of specification for the next year, the Head of Faculty should inform the Exams & Data Manger by the end of the Spring Term.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Key Stage and either Assistant Headteacher (Pastoral or Student Tracking)

Exam series

- Internal exams (mock or trial exams) and assessments are scheduled in November & March (Key Stage 4) and January (Key Stage 5).
- External exams and assessments are scheduled in November, January and May/June. On-screen tests may be carried out at other times during the year.
- Year 11 internal exams are held under external exam conditions, where possible.
- The centre does not offer assessments on an on-demand basis.

Exam timetables

Once confirmed, the Exams & Data Manager 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 can request a subject entry, change of level or withdrawal.
- The centre accepts entries from private candidates at the discretion of the Head of Centre.
- The centre does not act as an exams centre for other organisations.
- Entry deadlines are circulated to Heads of Faculty via email & briefing meetings.
- Heads of Faculty will provide estimated entry information to the Exams & Data Manager to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Curriculum Manager.

- GCSE re-sits/retakes are allowed.
- AS re-sits/retakes are allowed.
- A2 re-sits/retakes are allowed.
- Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by Heads of Faculty in consultation with the Senior Leadership Team.

Exam fees

Candidates or Faculties 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 Exams & Data Manager will publish the deadline for action well in advance for each exams series.

- GCSE exam entry fees are paid by the centre.
- GCE Advanced Level (new and legacy specifications) exam entry fees are paid by the centre.
- AS entry exam fees are paid by the negotiation. If a candidate wishes to be entered they will have to pay the entry fees.
- Functional skills exam entry fees are paid by the centre.

Late entry or amendment fees are paid by the centre, department or candidates depending upon the circumstances.

Fee reimbursements are not sought from candidates:

- if they fail to sit an examination (with medical evidence or evidence of other mitigating circumstances.)
- if they meet the necessary controlled assessment requirements (with medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre or candidates this is decided on a case-by-case basis.

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 provided in accordance with requirements defined by the legislation, Awarding Bodies and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The IENCo 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 or exams.

Subject teachers can also inform the IENCo of a student's needs.

- A candidate's access arrangements requirement is determined by the IENCo.
- Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the IENCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams & Data Manager.
- Rooming for access arrangement candidates will be arranged by the Exams & Data Manager with support from IENCo.

- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams & Data Manager with support from IENCo.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams & Data Manager and SLT.

Private candidates

Managing private candidates is the responsibility of the Exams Officer.

Managing invigilators

- External staff will be used to invigilate external examinations.
- Recruitment of invigilators is the responsibility of the Exams & Data Manager.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head's PA and HR Manager.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators rates of pay are set by the Governing Body.
- Invigilators are recruited, timetabled, trained, and briefed by the Exams & Data Manager.

Malpractice

The Headteacher, in consultation with Exams & Data Manager and Heads of Faculty, is responsible for investigating suspected malpractice.

Exam days

The Exams & Data Manager is responsible for booking exam rooms (after liaison with other users) and making question papers, other exam stationery and materials available for the invigilator(s).

The Site Manager is responsible for setting up the allocated rooms and will be advised of the requirements in advance.

The invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must adhere to the rules defined by JCQ concerning who is allowed 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 Heads of Faculty in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed the exam.

After an exam, the Exams & Data Manager will arrange for the safe despatch of completed examination scripts to Awarding Bodies, working in conjunction with the Exams Assistant and Invigilators.

Candidates

The Exams & Data Manager will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Heads of Key Stage in assembly.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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 Exams & Data Manager and Invigilators.

Candidates who leave an exam room during an exam must be accompanied by an appropriate member of staff at all times.

The Exams & Data Manager is responsible for dealing with late or absent candidates on exam day.

Clash candidates

The Exams & Data Manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill, disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Exams & Data Manager to that effect. The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam. The Exams & Data Manager will make a special consideration application to the relevant Awarding Body within 7 days of the exam.

Internal assessment

It is the responsibility of Heads of Faculty to ensure that all internal assessment is ready for despatch at the correct time. The Exams & Data Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work should be provided to the Exams & Data Manager by the Head of Faculty. The Exams & Data Manager will inform staff of the deadline for appeals against internal assessments. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on results days:

- in person at the centre (signed for);
- by post to their home address (only where candidates have provided a written request and self-addressed envelope).

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Exams & Data Manager and Site Manager – these will be communicated to candidates and staff well in advance.

The provision of the necessary staff on results days is the responsibility of the Exams & Data Manager.

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.

If a candidate requests an EAR service, they will bear the cost and an application will not be made until payment has been received. EAR services requested by Heads of Faculty will be paid for by the faculty.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in the Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams & Data Manager following 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 5 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.

Re-marks cannot be applied for once an original script has been returned.
ATS costs will be paid by the candidate or faculty depending on the circumstances.
Processing of requests for ATS will be the responsibility of Exams & Data Manager.

Certificates

Candidates will receive their certificates

- in person at the centre (to be signed for);
- by post to their home address. This will be offered in exceptional circumstances and only where a candidate has provided a written request and made a payment to cover secure/signed for postage.

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 1 year. A new certificate may not be issued by an Awarding Body.