



Examinations Policy

Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained in the Staff Shared Area.

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Purpose of the Policy

The purpose of the Examinations 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 Examinations Policy will be reviewed annually by the Quality Nominee (Jonathan Greenall) and the Exams Officer (Debra Wilson).

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

Exam Responsibilities

The Head of School (Head of Centre):

- Has overall responsibility for the school as an exams centre and advises on appeals and remarks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document '*Suspected Malpractice in Examinations and Assessments*'.

The Exams Officer¹ Debra Wilson:

- Manages the administration of external exams.
- Advises the Senior Leadership Team (SLT), Teachers and Learning Mentors, 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.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- With support from the SENCo, 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.
- Line manages the exams invigilators including organising the recruitment, training, and monitoring of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks / NEA 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 Senior Leadership Team (SLT), any post results service requests.

Teachers are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer / SLT.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Supplying information on entries, coursework and controlled assessments as required by the Exams Officer.

The *Special Educational Needs Coordinator (SENCo)* 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 all access arrangement applications in order to gain approval (prior to the Awarding Bodies deadlines).
- Working with the Exams Officer to provide the invigilation access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

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.
- Providing evidence of identity on arrival at examination room (via their Endeavour Academy ID badge)

Qualifications Offered

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

The types of qualifications offered are general and vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the course information, which is available via the school websites. If there is to be a change of specification for the next year, the Exams Officer must be informed by September of the academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the Senior Leadership Team

Decisions on whether a candidate should be entered for a particular subject will be taken by Senior Leadership Team in consultation with the subject teacher.

Exam Series

Internal exams (mock exams) and assessments are scheduled throughout the academic year.

External exams and assessments are scheduled in exam series.

Internal exams (mock exams) are held under external exam conditions.

The Senior Leadership Team decides which exam series are used in the centre.

The centre does offer some exam assessments on an 'on-demand' basis.

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 without first discussing this with the subject teacher. Each request will be considered on an individual basis by the Senior Leadership Team.

The Centre **does not** accept entries from private candidates.

The Centre **does not** act as an exams centre for other organisations.

Entry deadlines are circulated to teachers via email, staff meetings and internal post.

Teachers 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, in writing, of the Head of Centre.

Re-sits for Functional Skills qualifications and LIBF Money and Finance qualifications are approved by the Senior Leadership Team.

November re-sits for GCSE subjects are not available to candidates as students leave at the end of Year 11 to commence post 16 provision. Any GCSE re-sits should to be arranged by the Post 16 provider.

Exam Fees

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.

The Exams Officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Vocational and Functional Skills qualification entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are sought from candidates if they fail to sit an exam due to unauthorised absence, e.g., holiday taken without permission.

If a re-sit is required throughout the year fees are paid by the centre, unless a student has been deemed not to have made the required effort throughout the programme or had significant unauthorised absence.

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 Senior Leadership Team.

Access Arrangements

The SENCo will inform 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 liaison between, the Teachers, Learning Mentors and SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of 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 SENCo / SLT / Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCo / Exams Officer.

Contingency Planning

Contingency planning for exams administration is the responsibility of the SLT.

Contingency plans are available via email, staff meetings, internal post, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated Grades

Teachers (General Qualifications) and Lead Internal Verifiers (Vocational Qualifications) are responsible for submitting estimated grades to the Exams Officer when requested.

Managing Exam Invigilators

External staff may be used to invigilate examinations. This will depend upon the number of candidates taking a particular exam and the number of candidates requiring support for access arrangements.

These invigilators will be used for external exams.

Recruitment of Exam Invigilators is the responsibility of the Senior Leadership Team.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Senior Leadership Team (in conjunction with Human Resources).

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

Invigilators' rates of pay are set by the Senior Leadership Team.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice

The Head of Centre (Kerrie Whelan) in consultation with Quality Nominee (Jonathan Greenall) is responsible for investigating suspected malpractice.

Exam Days

The Exams Officer will set up all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

All staff are responsible for ensuring the allocated exam room is set up in accordance with JCQ guidelines. All display content other than JCQ notices / posters should be hidden from candidate view. This is the responsibility of the classroom teacher to ensure that displays are removed or hidden from view in advance of the exam.

The Senior Leadership Team will settle candidates, instil discipline and ensure the start and finish of all exams is 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 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 teachers 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. All examination scripts / materials will be returned to the secure storage until such time as they are collected by Parcel Force. A signed 'receipt of secure scripts will be requested.

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 the Senior Leadership Team.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' 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, watches 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 Head of Centre.

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

The Quality Nominee / Exams Officer is responsible for handling late or absent candidates on exam day.

Clash Candidates

The Exams Officer / SLT will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Late Candidates

Candidates who arrive up to 30 minutes after the start of the examination may still sit the examination. For any candidates arriving after this, it is at the discretion of the Head of Centre / Exams Officer. It is likely they will be allowed to sit the examination, but a report will be sent to the Exam Board who will likely only allow their paper if security can be assured. This decision remains with the Awarding Body.

Candidates **are not** allowed to leave the examination until the full exam time has lapsed. Students are required to wait until the end of the allotted time in order to ensure there is no disruption to the exam.

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's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within date.

The Exams Officer / SENCO will make a special consideration application to the relevant awarding body within the periods set by JCQ.

Internal Assessment

It is the duty of the teachers to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will 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 Officer by the teachers for general qualifications and Lead Internal Verifiers for Vocational qualifications. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure document.

Results

Candidates will receive individual results slips on results days,

This will be either:

- Collected and signed for
- Posted (first class)

The results slip will not be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Senior Leadership Team.

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 centre.

All decisions on whether to make an application for an EAR will be made by the Senior Leadership Team.

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 its Internal Appeals Procedure document.

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 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.

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Teachers should be aware that an EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre.

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

Certificates

Candidates will receive their certificates:

- in person at the centre (collected and signed for)
- posted (following permission from the student). *Students should be aware that the school cannot accept responsibility for any lost certificates once they leave the site.*

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 after which they will be destroyed in a confidential manner.

The cost of a replacement certificate is approximately £50. Students will be expected to fund any replacement certificates from the Awarding Body direct.

Head of Centre:

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Exams Officer:

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Date:

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Date:

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Breach of this policy may lead to action being taken under the Academy's formal Disciplinary Procedure. Any employee, who feels they have been treated in a manner contrary to the spirit of this policy, should seek recourse in accordance with the Academy's Grievance or Dignity at Work procedures.

Appendix A

	General roles	Access Arrangements / Special Consideration Roles	Invigilator / Invigilation / Malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> • Head of Centre • Deputy Head of Centre • Senior Leadership Team • Exams Officer • SENCo • Teachers • Learning Mentors • Governors • Trustees • Candidates • Parent / Carers • Other (please specify) 	<ul style="list-style-type: none"> • SENCo • Doctor • Pastoral Teacher • Educational Psychologist • Specialist Teacher • Exams Officer • Other (please specify) 	<ul style="list-style-type: none"> • Exams Officer • Centre Administration • Support Staff • Senior Leaders • External Staff • Agency Employees • Head of Centre • Senior Leadership Team • Invigilator • Other (please specify)