

# **St. Saviour's & St. Olave's Exam Policy**

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## **Introduction**

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This policy is designed to ensure that the examination processes and procedures run as smoothly as possible and in line with JCQ guidance. The effectiveness of the exams system is essential if the students in our care are able to achieve their God-given potential. The care and attention to detail of the work of the examinations team is driven by our Church of England ethos which lies at the heart of our school.

## **The 11-19 exam policy**

### **The policy purpose**

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.

The exam policy will be reviewed annually and revisions approved by the Curriculum Committee of the Governing Body every three years.

The exam policy will be reviewed by the Head of Centre or such member of the SLT who has operational responsibility for exams and the Exams Officer.

### **Exam responsibilities**

#### **The Head of Centre**

- Has overall responsibility for the school as an exam centre
- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice as set out in the JCQ document 'Suspected malpractice in examinations and assessments
- Is responsible for the Accounts for income and expenditures relating to all exam costs/charges.
- Is responsible for the recruitment of invigilators
- Is responsible for income and expenditures relating to all exam costs/charges.

#### **The Exams Officer**

- Manages the administration of public and internal exams

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to staff, governors and candidates of a 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 as well as all post results enquiries that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries in line with exam board timescales
- Receives checks and stores securely all exam papers and completed scripts.
- Administers the securing of access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 15/16.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Has responsibility for the day-to-day organisation and monitoring of the invigilator team.
- Has responsibility for the organisation of training for the invigilator team in accordance with JCQ guidelines.
- Submits candidates' coursework marks, tracks despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates in consultation with the SLT.
- Arranges any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Ensures that exam entries and other decisions incurring costs are made in the most efficient and timely manner.

Heads of Department are responsible for:

- The names of all students who should be entered for examinations in their courses and at the correct levels.
- The accuracy of student class lists.
- Advising students of the appropriateness of re-marks.
- Requesting appropriate examination scripts to be able to understand why certain marks have been given for specific candidates.

Teachers are responsible for:

- Submission of candidates' names to Heads of Department/school/curriculum.

The SENCO is responsible for:

- Identification and testing of candidates, requirements for access arrangements.

- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment - to help candidates achieve their course aims.

Exam invigilators are responsible for:

- 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 officer.

Candidates are responsible for:

- Confirmation and signing of candidate details.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Checking their individual candidate timetables and reporting any errors to the Exams Officer.

## Qualifications

### Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre, the Senior Leadership Team and Heads of Department.

The qualifications offered are GCE, Functional skills, Diploma, GCSE, Entry level and OCR Nationals, Cambridge Nationals & BTEC.

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 specification from the previous year, the exams office must be informed by 1<sup>st</sup> September of each academic year.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, their parents or carers, the SENCO, subject teachers and heads of key stage. Final decisions are made by members of SLT.

## **Exam series and timetables**

### **Exam seasons**

Internal exams and assessments may be scheduled in September, October, November, December, January, February, March, April, May, June and July.

External exams and assessments may be scheduled in November, May and June.

Where possible, some internal exams are held under external exam conditions.

The Head of Centre, SLT and Heads of Department decide which exam series are used in the centre.

Assessments are not offered on an on-demand basis. This is subject to change pending approval for future qualifications.

### **Timetable**

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

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

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From 2013-14 onwards, schools are held to account for a student's first entry onto courses. Care must be made to ensure that the student's performance on their first entry is likely to bring about the best outcome.

The number of students who will be allowed early entry to linear courses must be recommended by Heads of Department but decided by members of the Senior Leadership Team.

Candidates are selected for their exam entries by Heads of Department, subject teachers and Directors of Learning, with advice from the SENCO where appropriate.

Candidates or parents/carers can request a subject entry, change of level or withdrawal and must put this request in writing to the relevant Head of Department. The final decision will be made by the school.

The centre does not accept entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via email, notice board, briefings and internal post or pigeon hole.

Late entries are authorised by Heads of Department and the Exam Officer.

GCSE retakes are allowed.

AS retakes are allowed.

A2 retakes are allowed.

Re-sit decisions will be made in consultation with Directors of Learning, Exams Officer, Head of Centre, SENCO and Heads of Department.

## **Exam fees**

### **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.

All centre based exam entry fees are paid by the Centre.

Late entry or amendment fees are paid by departments if they change their entries after the internal deadlines.

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 requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidates.

Re-mark fees are paid by the candidates if they wish to have a re-mark against the advice of the centre.

Re-mark fees are paid by the centre if they advise the students that this would be suitable.

## **Disability Discrimination Act**

### **Disability Discrimination Act**

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Exams Officer.

### **Access arrangements**

The SENCO 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.

A candidate's access arrangements requirement is determined by the SENCO, Doctor, Educational psychologist, Specialist teacher and will be confirmed online by the Exams Officer.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and 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 SENCO with the Exams Officer and will be decided as early as possible in advance of the examination period.

Invigilation for access arrangement candidates will be organised by the Exams Officer with the SENCO organising support for access arrangement delivery.

## **Overseas students**

Managing overseas students is the responsibility of the Exams Officer.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the SLT line manager for exams and the Head of Centre.

## **Private candidates**

Managing private candidates is the responsibility of the Exams Officer in consultation with the SLT line manager for exams and the Head of Centre.

## **Estimated grades**

### **Estimated grades**

Heads of Department are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

## **Managing invigilators**

### **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Head of Centre with support from SLT and the Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the School Business Manager.

CRB 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 and reviewed by the Head of Centre.

### **Malpractice**

The Exams Officer with support from SLT is responsible for investigating suspected malpractice with the express consent of the Head of Centre.



## **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 invigilators.

Site management is responsible for setting up the requested furniture in allocated rooms.

The Exams Officer or a designated invigilator will start all exams in accordance with JCQ guidelines.

Subject staff (approved by the Exams Officer) may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

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 Department 24 hours after the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **Candidates**

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the Exams Officer or designated invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

## **Clash candidates**

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

## **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 by providing 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.

## **Internal assessments and appeals**

### **Internal assessment replaces the largely discontinued term coursework**

It is the duty of Heads of 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.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of Department.

Appeals against internal assessments must be made by the deadline as set out annually by the JCQ.

### **Appeals against internal assessments**

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

## Results

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses the following day if uncollected.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

## Certificates

### **Certificates**

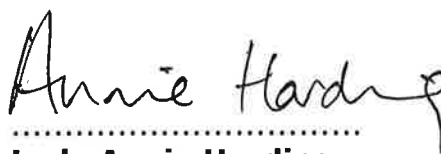
Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing.

The centre retains uncollected certificates for a minimum of seven years.



**Ms C May**  
Headteacher



**Lady Annie Harding**  
Chair of Governors

**The policy is next due for review in September 2016**