



Exam Policy

Status	Recommended
Audience	Governors, Head teachers, Teachers
Issued	September 2016

THE PRESCOT SCHOOL EXAM POLICY

Policy Approved: September 2016
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INTRODUCTION

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.

THE POLICY – OVERVIEW

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

PROCEDURES

Exam responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams office manager / 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 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 exam timetable 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
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09.
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch 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 and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

The Sen Coordinator 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, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Lead invigilator/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 office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and Senior leadership team.

A range of qualifications are offered and may vary each year dependent on the needs of individual students.

Informing the exams office of changes to a syllabus 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 Parents/Carers, Subject teachers and Head of subject.

Exam seasons

Internal exams and assessments are scheduled throughout the year and replicate external examination requirements.

External exams and assessments are scheduled in November, January, March, April, May and June.

The Head of centre and Head of department decides which exam series are used in the centre.

On-demand tests can be scheduled only in windows agreed between the EO and the SLT is the policy for offering on-demand testing.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of department and Subject teachers. Ensuring appropriate examination entry will reduce the need to make late entries or changes which can be costly.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts 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 Briefing meeting and Intranet.

Late entries are authorised by Heads of department and SLT.

GCSE retakes are allowed when appropriate.

Retake decisions will be made in consultation with Candidates, Subject teachers, Head of Centre and Heads of department.

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.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid for by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not 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 Centre and Candidates.

The Equality Act 2010, special needs and access arrangements

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's special needs requirements are determined by the SENDCO. Any access arrangements agreed must be candidate's normal way of working.

Access arrangements

The SENDCO 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 SENDCO 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 SENDCO.

Making access arrangements for candidates to take exams is the responsibility of both the SENDCO 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 SENDCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the exams officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior leadership team.

Private candidates

Managing private candidate's is the responsibility of the Subject teacher and Exams Officer.

Estimated grades

Heads of department and Subject teacher is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

Support staff and External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the centre administration.

Malpractice

The Exams office is responsible for investigating suspected malpractice.

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 invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff 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 at 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

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 senior invigilator.

No. 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.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams officer.

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 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 and appeals

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

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

Candidates will receive individual result slips on results days, in person at the centre.

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 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.

The centre retains certificates for four years.

REVIEW

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of centre, Senior leadership team and Exams officer.

APPENDIX