



## Examinations Policy

### **The purpose of this exam policy is:**

- To ensure that the planning and management of exams are conducted efficiently and in the best interest of all candidates
- The operation of an efficient examinations system with clear guidelines

### **Examination Responsibilities**

The School Principal oversees the administration of all inspection duties in the administration of public and internal examinations

### **The Exams Officer**

- Advises the senior leadership team, subject leaders and teachers and all other relevant staff regarding examination timetables and entry procedures as set by the awarding bodies.
- Disseminates to staff, parents/carers and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning deadlines and events
- Consults with teaching staff and senior *staff* to ensure that coursework and controlled assessment is completed on time and by JCQ and awarding body deadlines
- Helps to speaking tests, practical components, science ISAs and controlled assessments, ensuring that they are conducted in line with awarding body guidelines
- Provides and confirms data on estimated entries
- Receives, checks and stores all examination papers and completed scripts in line with JCQ and awarding body guidelines
- Administers access arrangements and makes applications for special consideration using relevant JCQ publications and guidelines
- Produces a seating plan for each examination and examination room
- Produces and manages individual exam timetables
- Submits candidate's coursework and controlled assessment marks,

posts coursework to moderators and examiners, stores returned candidate coursework and other exams materials securely adhering to JCQ regulations and examining bodies guidelines

- Disseminates examination results and certificates to candidates
- Forwards, in consultation with the senior leadership team and subject teachers any appeals and re-mark requests
- Maintains systems and processes to enable entry of candidates for their examinations, ensuring all deadlines are adhered to

### **Teachers are responsible for**

- Notification of required access arrangements as soon as possible after the start of the course
- Ensuring that all coursework and controlled assessments are conducted in line with JCQ guidelines
- To ensure understanding regulations relating to exams/course delivery
- The subject teacher will be responsible for:
- Selecting the most appropriate specification and awarding body for their teaching groups (where there is more than one teacher, the senior teacher will make the selection);
- The timing of controlled assessments in relation to the timetable and the awarding body deadlines;
- The rooms/facilities to be used;
- Designing schemes of work that make adequate provision for the completion of well-spaced assessments;
- Familiarising themselves with all relevant regulations with regards to the completion of controlled assessment tasks;
- Ensuring that all controlled assessment tasks undertaken by students meet the requirements of the specification and the awarding body's regulations;
- Securing any additional technical support that is required
- Ensuring that all staff involved in supporting students during controlled assessments (for their subject), receive training with regards to the conditions under which students must work;
- Communicating student's ways of working to the Exams Officer and the SENCo if these in any way deviate from 'the norm', so that Access

Arrangements can be applied for;

- Any logistical organisation and preparations for assessments;
- Making all completed work, documentation and marks available to the Exams Officer a minimum of 2 working days prior to the awarding body's submission deadline; and
- Planning the inclusion of students with access arrangements if special provision needs to be made for them during the assessment.

### **Subject Teachers:**

- Ensure Standardisation of marking takes place where there is more than one teacher for any subject; and
- Select the most appropriate specification and awarding body for their teaching groups where there is more than one subject teacher.

### **SENCo is responsible for**

- Identification and testing of candidates, and identifying requirements for access arrangements
- Provision of additional support- with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, EAL, IT equipment- to enable candidates to achieve their course aims
- Apply for access arrangements when required

### **Invigilators are responsible for**

- Ensuring that candidates follow examination rules and regulations while sitting an exam
- Reporting any suspected malpractice to the exams officer or a member of the senior management team
- Where necessary the collection of examination papers and other materials at the end of an examination and their secure return to the exams officer

### **The school office is responsible for**

- Maintaining a detailed log of all deliveries of examination packages
- Ensuring the security of examinations packages until they are delivered

to the examinations office

- Assisting the Exam Officer to chase up missing candidates at the beginning of each external exam

### **Candidates are responsible for**

- Checking their personal details are correct on exam entries
- Signing a declaration to authenticate coursework or controlled

assessment as their own for qualifications offered by the

School

Qualifications offered by the School are decided by the senior management team and subject teachers

Qualifications offered in the School are currently GCSE, ASDAN, Entry Levels. These are subject to change and dependent on individual education plans

The School currently offer examinations from the following awarding bodies:

AQA, Asdan

### **Examination Series and Timetables**

Internal examinations and assessments are scheduled as appropriate for individual subjects, in accordance with school and awarding body calendars

External examinations and assessments may be scheduled in November, March or Summer examination series, depending on the exam board scheduling for individual students

Internal examinations and tests including mocks, baseline and end of year tests are scheduled appropriately around external examinations

Once confirmed, the exams officer will circulate the examination timetables and invigilation requirements for external and internal examinations

## **Entries**

Candidates are selected for their examination entries by subject teachers and the senior management team

Candidates or parents/carers can request a subject entry, change of tier or withdrawal which will be considered by the subject teacher and the senior management team

Entry and Submission deadlines are circulated throughout the year to subject teachers

Late entries are authorised by the senior management team and are generally paid for by the school or funding authority

Examination fees and registration fees are paid for by the School

## **Security of Examination Materials**

All examination related parcels and packages are checked, signed for and logged by staff. They are stored securely in the main office until the Exams Officer can move them to the secure exams room

All examination materials are stored in the secure examinations room in accordance with JCQ regulations. The School Principal, School Leader and Exams Officer are the only staff members to have access to the keys

The Schools security arrangements are regularly monitored by representatives from JCQ and any recommendations are immediately acted upon

Any parcels dispatched to markers and moderators require proof of posting and or a Certificate of Posting

## **Arrangements for receipt, delivering, administration and collecting of examination materials**

Alternative sites for the conduct of examinations

Question papers and examination stationery must:

- be kept in secure storage at the Centre's registered address, approved by the JCQ

Centre Inspection Service, until 90 minutes before the published starting time for the

examination; (Question paper packets must not be opened prior to the scheduled date of

the examination.)

- be taken to the alternative examination venue by a member of Centre staff;
- be transported to the alternative examination venue, securely packaged and kept under secure conditions at all times within 90 minutes of the published starting time for the examination.

The head of Centre is responsible for ensuring that the examination will be conducted in accordance with this document. All requirements in sections 5.4 to 5.16 must be met.

The Exams Officer and all staff participating in transporting, collecting and administration of papers must adhere to the policy guidelines identified below.

OCR instructions for conducting examinations and JCQ examination guidance document listed below.

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

<http://www.ocr.org.uk/Images/145317-ocr-instructions-for-conducting-examinations-ocr-ice-1-september-2021-to-31-august-2022.pdf>

**At the end of the examination invigilators must:**

- tell candidates to stop working and remind them that they are still under examination conditions;
- allow candidates who arrived late, and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the extra time allowed has passed;
- instruct candidates taking written examinations to: - make sure they have put all the necessary information on their scripts and any additional answer sheets, e.g. candidate name, candidate number, centre number; make sure their answers are correctly numbered; make sure they have put any loose additional answer sheets in the order they answered the questions and inserted them inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers.
- For examined vocational qualifications complete the invigilation certificate, if one is provided.

Advice: Make sure that candidates granted extra time and/or supervised rest breaks carry on for the necessary additional time. Invigilators must be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks.

Advice: A five minute warning to candidates, although not encouraged, is permitted.

### **Collecting scripts**

Invigilators must:

- collect all the scripts/objective test sheets before candidates are allowed to leave the examination room;
- check that there is a script/objective test sheet for every candidate marked as present on the attendance register;
- check that the names on the scripts match the details on the attendance register (except CCEA);
- put the scripts/objective test sheets in the order shown on the attendance register;
- check that candidates have used their correct centre and candidate numbers;
- give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner;
- ensure that scripts are kept secure at all times until they are despatched to the awarding body/examiner.

When checking that the names on the scripts match the details on the attendance register, if a mismatch of names is identified a note must be made on the attendance register. Please note: scripts are confidential between the candidates and the awarding body. No-one may read them or photocopy them before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.

## **After the examination: Packing scripts**

You must:

- check that you have enough large plastic envelopes to despatch all your scripts. Contact the relevant awarding body if you think you may need more;
- use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts you have to send;
- ensure that every script or objective test sheet from the exam has been included – only one set of examination papers per plastic envelope;
- ensure that all scripts/objective test sheets for a unit/component are collected together including those for any candidates who have been accommodated separately;
- enclose the relevant attendance register(s) with the scripts or objective test sheets.

Scripts and objective test sheets must be in the same order as candidates appear on the attendance register. The attendance register must still be completed and sent even when there are no scripts due to all candidates being absent or withdrawn;

- ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be placed inside the script;
- use the pre-addressed labels provided by the awarding bodies. Ensure the correct label is used for each component and that the most up to date label is always used – do not use photocopied labels;
- always use only one label per package;
- always use the whole address label, stick it securely to the largest face of the package and ensure it is flat and crease free;
- fasten envelopes securely, but do not use staples, string or brown tape.

### **You must not:**

- include anything other than the examination scripts and the attendance register(s);
- identify your Centre in any way to the examiner (for example, through compliment slips or



franking machines), in order to ensure the marking process is anonymous;

- combine packages, even where scripts for more than one exam are going to the same address. (If you have too many scripts from one exam to fit into one envelope, the awarding body will send extra address labels so that you can split the scripts into separate packages.)
- overfill packages as they may split open during transit;
- write on labels or alter them in any way.

Advice: If you need to print an address label ensure that your printer is printing clearly. Faint address labels are not acceptable.

### **Sending scripts**

You must:

- dispatch scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible;
- ensure that any scripts that cannot be dispatched on the scheduled day of the examination are dispatched no later than the next working day;
- retain scripts in secure storage if kept within the Centre overnight.

You should:

- try to dispatch scripts from the morning and afternoon sessions of Friday 24 May 2019 that afternoon. If this is not possible, you must retain the scripts in secure storage. The scripts must be dispatched as early as possible on Tuesday 28<sup>th</sup> May 2019.

Advice: Where there is a window for delivering an examination, Centres must make sure that all scripts are dispatched by the end of that period. Centres not involved in the secure dispatch of exam scripts service:

- must obtain proof of postage/dispatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage.

(proof of postage will provide evidence that the candidates' scripts have left the Centre. This is taken to indicate that the scripts were written at the appointed time and that, should the scripts not

be received by the awarding body/examiner, then special consideration may be possible.)

- must use a method of despatch which is reliable and ensures prompt delivery.

## **Disability Discrimination Act**

The senior management team and exams officer will ensure that the school meets the requirements of the Disability Discrimination Act of 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006

The school will meet the requirements of the DDA by ensuring that the examination rooms are accessible to improve the candidate's experience, this being the responsibility of the senior management team and exams officer. Heating, lighting, physical access to examination areas and noise levels are under constant review and consideration

{A person /Jos a disability for t/Je purposes of the DDA ifs/he has a physical or mental impairment that /Jas a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities) ODA information page on the QCDA website

## **Access arrangements**

A candidates access arrangements requirement is determined by the SENCo and subject leads

Access arrangements for candidates to take examinations is the responsibility of both the SENCo and Examinations Officer. Final submissions and the administration of applications to JCQ and/or the awarding body is the responsibility of the examinations officer

[Access Arrangements and Reasonable Adjustments Exams JCQ VA 2021-2022.docx](#)

## **Invigilators**

Staffing invigilators are the responsibility of the examinations officer in agreement with the School Leader

Invigilators are managed and briefed by the examinations officer on examination days

The Examinations Officer or an allocated invigilator will start all examinations in accordance with JCQ guidelines

In practical exams, subject teachers may be on hand in case of any technical difficulties

Only staff authorised by the School Principal and agreed with the Examination Officer will be present in the examination

Spare examination papers can be distributed to subject teachers only after the 24-hour embargo  
Emergency Evacuation of Exam Rooms

Candidates will be informed of the evacuation procedures of the exam rooms at the start of the examination

In the event of the need to evacuate an examination room, invigilators and a senior member of staff will escort candidates to an especially allocated assembly point away under strict observation at all times.

Candidates will be escorted back to the exam room when possible to complete the examination. The examination officer will send a full report of the incident and actions taken to the relevant awarding body adhering to JCQ and awarding body requirements

### **Malpractice and Maladministration**

The examinations officer and Senior Management Team are responsible for investigating and reporting to the awarding body any suspected malpractice/maladministration this would be based upon any compromises, or attempts made to compromise the process of assessment. To reduce this risk we would ensure that for BTEC internally assessed units that internal assessors are responsible for checking validity and authenticity of the learners work, we will also ensure the identity of the learner before an examination is taken. The Head of Centre will ensure that all measures are put in place to secure this process. The learner handbook will also address our process for identification and the penalties for attempted or actual incidents of malpractice. Parents/carers and candidates will be kept informed throughout all stages of the investigation. As part of an investigation or the need to report an incident we will adhere to the Individual awarding exam bodies guidelines.

### **Results**

Examination results are available electronically on the day before publication. Only the Examinations Officer, Principal and Head of Teaching will have access to the early release of results

Candidates can attend and will receive their individual results on results day if they arrive at the allocated time. If they do not attend, the results will be sent to their home address on results day.

Arrangements for the Centre to be open on results days are made by the Senior Management Team. The allocation of staff on results day is the responsibility of the Senior Management Team.

### **Enquiries about results**

Candidates can ask for the School to request the return of the papers. This cost will be met by the candidates

Centre staff may also request scripts for investigation or teaching purposes.

Certificates are collected by students on an agreed date. In some circumstances, certificates can be posted to candidates by recorded delivery only.

The School is required to retain certificates for one year

### **Appeals Policy/Procedure**

- See Internal Appeals Procedure.

Exam internal appeals procedure VA 2021-2022.docx – updated annually

ALL STAFF HAVE ACCESS TO THIS POLICY AND WILL SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT.

**Next review; September 2022**

