



Chauncy School

Exam
policy

2015/16

Approved by

Name:

Title:

Date of next review

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Purpose of the policy

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 Officer, SLT and Governors.

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

Roles and responsibilities overview

Head of centre

- Has overall responsibility for the school/college as an exam centre and advised on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice to the exam board.
<http://www.jcq.org.uk/exams-office/malpractice>
- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications.
<http://www.jcq.org.uk/exams-office/general-regulations>

The head of centre will ensure:

- The EO attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam cycle to be effectively managed and administered
- Risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Exams officer (EO)

- Manages the administration of external exams on behalf of the centre in accordance with the annually updated JCQ regulations and guidelines.
<http://www.jcq.org.uk/exams-office/general-regulations>
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- Advises the senior leadership team, subject and class tutors, 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 in accordance with JCQ guidelines and that that centre marks have been submitted online to the relevant awarding body.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- As determined by the SENCO, 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 costs/charges.

- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework/controlled assessment marks processed by HoDs, and any other material required by the appropriate awarding bodies are correctly dispatched and on schedule.
- Tracks and stores returned coursework/controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post-results service requests.

Deputy Head

- Advises on appeals and re-marks and will be familiar with the contents of annually updated JCQ publications.
- Coordinates with the Heads of Department regarding qualifications offered.

Special Educational Needs Co-ordinator (SENCo)/Specialist Teacher

- Will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- Provides the lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Will provide additional support for exam invigilation and will ensure both internal and external invigilators attend annual training for the administration of exam day access arrangements.
- Identification and testing of candidates' requirements for access arrangements and notifying the EO in good time so that they are able to process applications and gain approval (if required).
- Working with the EO to provide the access arrangements required by candidates in the exam rooms.

Heads of Department (HoDs)

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo.
- Ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications and attend relevant awarding body training and update events.
- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Decisions on post-results procedures.
- Accurate completion of entry mark sheets, declaration sheets and coursework/controlled assessment marks (including on-line submissions).
- Provide the EO with accurate information regarding courses/syllabuses being offered and to inform on any changes in a timely manner.

Invigilators

- Assist the Exams Officer in the efficient running of exams and ensure JCQ signage is correctly displayed outside the examinations room.
- Make the necessary announcements at the beginning and end of each exam.
- Perform their duties in accordance to the JCQ instructions for conducting examinations in an effective and efficient manner.
- Collection of exam papers and other material from the Exams Officer 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 Officer. Signing of the attendance register.
- Attend update meetings and briefings as directed by the EO and SENCO.

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times.

Candidates

- Confirmation and signing of entries and reporting any queries in a timely manner.
- 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.

Qualifications offered

The qualifications offered at this centre are decided by the Deputy Head, in consultation with the Heads of Department.

The types of qualifications offered are currently; GCSE, IGCSE, AS Level, A2 Level, ECDL, STEP, BTEC Level 3 Diplomas and Extended Project Qualification.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by the start of the new school year (and prior to the annual census).

Informing the Exams Office of changes to a specification is the responsibility of the Head of Department and SLT.

Decisions on whether a candidate should be entered for a particular subject will be taken by the candidate in consultation with the Head of Department and SLT. In the case of dispute, the Deputy Head will have the final say.

University Admissions Tests are offered, and these take place in November each year.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in all years as appropriate.

External exams and assessments are scheduled in November and May/June.

Internal mock exams for years 10, 11 and 6th form are held under external exam conditions.

The Deputy Head in consultation with the Heads of Department will decide which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between The Deputy Head in consultation with the Heads of Department.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins. This will also be made available on the school website.

The exam cycle

The exams management and administration process that needs to be undertaken throughout the year is often referred to as the exam cycle and relevant tasks required within this are grouped into the following stages:

- Planning
- Entries
- Pre entries
- Exam time
- Results and post-results

This exam policy identifies the roles and responsibilities of centre staff within this cycle.

Planning

The EO will:

- undertake an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- collate all data into one central point of reference to assist the Assessment Manager/SIMS Manager

HoDs will:

- Respond (or ensure Teaching staff respond) to requests from the EO on information gathering prior to the internal deadline.

- Be aware that it is the responsibility of the Head of Department to make sure this information is accurate. amendments are reported immediately.

Access Arrangements

The SENCo will:

- Assess students to identify access arrangements requirements
- Gather evidence of need to support access arrangements and will liaise with teaching staff to gather evidence of normal way of working.
- Apply for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keep relevant evidence on file for JCQ inspection purposes including signed data protection notices from candidates where required.
- Ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- Provide and annually review a centre policy for the use of word processors in exams and assessments.

SLT, HoDs, Teaching staff will:

- Support the SENCo in determining and implementing appropriate access arrangements.

Internal assessment

The head of centre will ensure:

- a procedure is in place for a candidate (or parent/carer) to appeal against an internal assessment decision
- a policy for the management of controlled assessment is in place and followed by centre staff
- both are available for JCQ inspection purposes
- irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work
- a process of internal moderation and standardisation is in place

HoDs will ensure:

- Teaching staff delivering GCSE, GCE, Entry Level or Project qualifications follow JCQ instructions for conducting controlled assessment
<http://www.jcq.org.uk/exams-office/controlled-assessments/>
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed.

Invigilation

The EO and SENCo will:

- Provide an annual training and/or refresher event for both internal and external invigilators prior to the exam season, in the conduct of exams.

Invigilators will:

- attend an annual training or refresher event.

Entries

The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

- 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 Heads of Department via email, noticeboard, briefing meetings, And internal Post.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head of Department.

Re-sit entries

- GCSE maths and English are allowed in exceptional circumstances or at post 16 (per current Government requirements).
- AS re-takes are allowed.

The re-sit decisions are made by the candidate in consultation with Heads of Department and /or Deputy Head.

Estimated entries

Heads of Department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Final entries

The EO will:

- request final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.
- inform HoDs of subsequent deadlines for making changes to final entry information without charge
- confirm with HoDs final entry information that has been submitted to awarding bodies

HoDs will:

- Provide information requested by the EO and adhere to the internally set deadline.
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information which includes:
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirm information is correct before returning back to the EO

Entry 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.

Fee reimbursements are sought from candidates if they fail to sit an exam without prior agreement from the centre.

Re-sit fees are paid by the candidate unless otherwise agreed by the Deputy Head.

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 Head of Centre.

Late entries

The EO will:

- have clear entry procedures in place to minimise the risk of late entries
- charge any late or other penalty fees to departmental budgets

HODs will:

- minimise the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries.

Transfer of credit

The EO will:

- provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- meet the awarding body deadline for requesting transfer of credit

Teaching staff will:

- identify affected candidates to the EO at the start of the new school year.

Pre-exams

Access arrangements

The SENCo will:

- allocate centre staff to facilitate access arrangements for candidates
- inform candidates of the access arrangements that are in place for their exams
- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements

Briefing candidates

The EO will:

- issue individual exam timetable information to candidates and resolve clashes.
- issue relevant JCQ information for candidates
- issue centre exam information to candidates which will include information on collection of results

Dispatch of exam scripts

The EO will

- identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades (where still applicable)

HoDs will:

- ensure teaching staff provide estimated grade information to the EO to the internal deadline

The EO will:

- submit estimated grade information to awarding bodies to meet the external deadline
- keep a record to track what has been sent

Internal assessment

HoDs will ensure:

- teaching staff input marks on-line for internally assessed components of qualifications or provide completed mark sheets where this is not possible, within the internal deadline.
- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the EO to the internal deadline

The EO will:

- submit samples and marks to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent

Candidates will:

- authenticate their work as required by the awarding body

Invigilation

The EO will:

- deploy invigilators effectively to exam rooms throughout an exam series
- allocate invigilators to exam rooms as per the required ratios
- liaise with the SENCo regarding invigilation of access arrangement candidates

The SENCo will:

- liaise with the EO regarding invigilation of access arrangement candidates

Seating and identifying candidates in exam rooms

The EO will:

- ensure a system is in place for identifying candidates in exam rooms

- provide seating plans for exam rooms as per JCQ and awarding body requirements

Invigilators will:

- follow the system for identifying candidates provided by the EO
- seat candidates in exam rooms as instructed by the EO

Security of exam materials

The EO will:

- have a process in place to record confidential materials delivered to the centre and issued to authorised staff
- have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- receive, check and securely store question papers and other exam materials as per JCQ and awarding body requirements

Reception staff will:

- follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff will:

- adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.

Timetabling and rooming

The EO will:

- produce a centre exam timetable for each exam series
- identify and resolve candidate exam clashes
- identify exam rooms and specialist equipment requirements
- Will book all exam rooms after liaison with other users
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENCo regarding rooming of access arrangement candidates

The SENCo will:

- liaise with the EO regarding rooming of access arrangement candidates

Site staff :

- Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements at least one week in advance.

Exam papers and materials

The EO will:

- organise exam question papers and associated confidential resources in date order in secure storage
- attach erratum notices received to relevant exam question paper packets
- collate attendance registers and examiner details in date order
- regularly check mail or inbox for updates from awarding bodies.

Internal exams

The EO will:

- prepare for the conduct of internal exams under external conditions
- provide a centre exam timetable of subjects and rooms
- assist with the arrangement of internal invigilation
- Will book all exam rooms after liaison with other users

The SENCo will:

- liaise with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff will:

- provide exam papers, request exam equipment materials from the exams officer in advance of the exam day.
- support the SENCo in making appropriate arrangements for access arrangement candidates.

Exam Time

Exam Day

The EO will have in place a process in place to deal with emergency access arrangements as they arise at the time of exams (apply for approval through Access arrangements online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO)

Exam rooms

The head of centre will:

- ensure only approved centre staff are present in exam rooms

SLT will:

- ensure a documented emergency evacuation procedure is in place

The EO will

- ensure exam rooms are set up as instructed by JCQ and awarding bodies
- provide authorised exam materials which candidates are not expected to provide themselves
- brief invigilators on exams to be conducted on a session by session basis
- ensure invigilators and candidates are aware of the emergency evacuation procedure

Site staff will:

- ensure exam rooms are available and set up as requested by the EO
- ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ensure fire alarm testing does not take place during exam sessions.

Invigilators will:

- Arrive punctually at the time specified by the Exams Officer and record their start and finish times in the invigilator log.
- Provide assistance to the EO as required with distributing exam equipment and scripts
- ensure exam rooms are set up as instructed by JCQ and awarding bodies when acting as sole invigilator in a satellite exam room.

Conducting exams

Subject staff may be present at the start of the exam to assist with identification of candidates provided that authorised invigilators are also present in the room. 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.

The head of centre will:

- ensure venues used for conducting exams meet the requirements of JCQ and awarding bodies

The Invigilator will:

- start and finish all exams in accordance with JCQ guidelines and will record these times on the board
- ensure exams are conducted as per JCQ and awarding body instructions
- complete and sign the attendance register supplied by the awarding body
- collect completed exam scripts in the order specified on the attendance register.

Candidate absence

The exams officer is responsible for handling late or absent candidates on exam day in consultation with SLT.

Candidate late arrival

The EO will:

- ensure that candidates who arrive very late for an exam are reported to the awarding body
- warn candidates that their work may not be accepted by the awarding body

Clash candidates

The Exams Officer will be responsible as necessary for arranging 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 or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer or Head of Centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Candidates

Candidates must comply with 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 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 insert role(s).

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

Dispatch of exam scripts

Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 24 hours after all candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with reception staff.

The EO will:

- dispatch scripts as instructed by JCQ and awarding bodies
- keep appropriate records to track dispatch

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

Contingency plans are available in a separate document via the school and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Irregularities

The head of centre will:

- ensure any cases of suspected malpractice are investigated and reported to the awarding body as required

The EO will:

- provide an incident log in all exam rooms for recording any incidents or irregularities
- action any required follow-up and reports to awarding bodies

Invigilators will:

- record any incidents or irregularities on the exam room incident log (e.g. late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

Special consideration

The EO will:

- process appropriate requests for special consideration
- gather evidence which may need to be provided by other staff in centre or candidates
- submit to awarding bodies to the external deadline

Candidates will:

- provide appropriate evidence to support special consideration requests, where required

Results and Post-Results

Results Day

Candidates will receive individual results slips on results days, which will be available for collection from the Centre during the times stipulated by Head of Centre.

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

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

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 requested by the Heads of Departments will be paid by the centre. Written consent to be provided to the EO at time of request.
- The cost of EAR requests made by candidates that do not have written support from the Head of Department /Deputy Head, will be made by the candidate.
- All decisions on whether to make an application for an EAR will be made by the Head of Department in consultation with the Deputy Head.

Internal appeals

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 (IAP) document. This document is available from the Exams office and is also available to view on the School's website.

All processing and administration of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

Internal appeals

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 (IAP) document. This document is available from the Exams office and is also available to view on the School's website.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 21 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.

An EAR cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the centre provided authorisation from the Deputy Head has been granted.

Processing of requests for ATS will be the responsibility of the Exams officer.

Certificates

Collection (Existing students)

Certificates will be kept at the centre to be collected and signed for by the candidate.

Collection (leavers)

Certificates will be kept at the centre for up to 2 years after which they may be returned to the awarding body for disposal.

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.

It remains the responsibility of the candidate to ensure they collect their certificates within 12 months of leaving the centre's membership.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred as stipulated by the awarding body.

Head of centre
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Date
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Exams officer
.....