



# Examinations Policy

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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 school's exam processes to read, understand and implement this policy.

Welland Park Academy is committed to actively promoting equality of opportunity in everything that it does and ensuring that differences between all of our learners and staff are valued and respected.

This Exam Policy will be reviewed every two years.

## 1. Exam responsibilities:

### Principal

Overall responsibility of the school, as an Exam Centre. Delegated responsibilities to Examinations Officer to:

- Advise on appeals and re-marks.
- Report all suspicions, or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.

### SLT Link

- Line Manager for exam procedures.

### Examinations Officer

Manage the administration of public exams and results:

- Advise the Senior Leadership Team, Heads of Department, Subject Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Contribute to the production and distribution to staff, and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events. Inform Premises staff of the exam timetable for the setting up of exam rooms.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with Teaching Staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Liaise with SEN Co-ordinator with regards to access arrangements and application for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations* to ensure all records are kept accurate and up to date.
- Identify and manage exam timetable clashes.
- Room and seat all students for external exams and Year 11 mock exams.
- Line manage the invigilation team; their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Implement this policy in accordance with all other School policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, and Data Protection Act.

### Heads of Department

- Ensure that all course information is correct, and that the correct course and current codes are used for exam entries.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Comply with Awarding Organisation and specification requirements.
- Provided direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework marksheets/declaration sheets and adhere to deadlines.
- Inform the Exam's Officer of changes to course/entry/levels.

### Form Tutors

- Provide guidance and support to students when taking examinations (timetabling, seating equipment)

### Subject Teachers

- Provide details of additions or removals from candidate lists via the Head of Department.
- Return completed Exams documentation to the Exam's Officer in order to meet the internal deadlines to avoid Awarding Organisation penalty fees.

### SEN Co-ordinator

- Oversee identification and testing of candidates' requirements for access arrangements.
- Administer access arrangements and make application for special consideration and liaise with the Examinations Officer to ensure all records are kept accurate and up to date.
- Provide additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment – to assist candidates in achieving their course aims.

### Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
  - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
  - No display materials that might be helpful to candidates are visible.
  - A reliable clock of readable size is visible to each candidate.
  - Ensure notices are displayed in accordance with JCQ regulations.
  - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to "The Instructions for Conducting Examinations".
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.

- Take all reasonable steps to ensure that:
  - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
  - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
  - Any pencil cases taken into the examination room are see-through.
  - Candidates do not have access to potential technological/web enabled sources of information such as:
    - Ipods
    - Mobile phones
    - Smartwatches or any watches which have a data storage device
    - MP3/4 players
  - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Complete the Attendance Register during the examination and inform the Exams Officer of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exam's Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the school's safeguarding policy and procedures.
- No food or drinks are taken into the examination room without prior approval from the head of centre and that all packaging and labels have been removed.

### **Candidates**

- Check personal exam entries on receipt of timetable by email and inform the Exam's Officer of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Attend all timetabled assessments.
- Check seating plan before entering the examination room.

## Parents

- Ensure their child has checked their exam timetable and raised any queries with their subject teacher and the Exam's Officer.
- Ensure that their child has read and understood the JCQ 'Notices to Candidates' detailing the conduct expected during the exam or submission of coursework.
- Ensure their child attends all timetabled exams.

## 2. The qualifications offered

The qualifications offered at this school are decided by the Senior Leadership Team. The subjects offered in any academic year may be found in the school's published prospectus for that year and on the school website. If there has been a change of syllabus/specification from the previous year course information must be changed with Student Records and the Exam's Officer must be informed by the 1<sup>st</sup> October for all qualifications.

## 3. Exam seasons and timetables

### 3.1 Exam seasons

Heads of Department have responsibility for giving the Exam's Officer the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year. Heads of Department must liaise with Subject Tutors/Exam's Officer to oversee and plan the scheduling of exams for their area. This includes decisions on early entry.

All Year 11 mock exams are held under external exam conditions.

### 3.2 Timetables

The Exam's Officer will display timetables of all external exams on the exams notice board as well as on the exams pages of the school website. Allocation of Invigilators will be the responsibility of the Exam's Officer.

## 4. Entries, entry details, late entries and re-sits

### 4.1 Entries

Candidates are selected for their exam entries by the Heads of Department and Subject Teacher. However, should a candidate request a subject entry, change of level or withdrawal there would be an expectation that this would be following a discussion with their Subject Teacher. The school reserves the right to make the final decision on exam entries. External candidates would be considered on a case by case basis.

### 4.2 Entry details

All individual candidate statements of entry will be given to the candidates via their Form Tutors.

The Exam's Officer will accept withdrawals, amendments and changes of tier up to the deadline date set by the Exam's Officer. These must be done via email/and or memo in order that the circumstances of amendment can be filed accordingly.

#### 4.3 Late entries

Under extreme circumstances very late entries may be considered but these will be subject to a fee levied by the Awarding Organisation.

#### 4.4 Re-sits

Re-sit decisions are made in consultation with the Subject Teacher, Exam's Officer and the candidate.

### 5. Exam fees

Normal registration and exam fees for the first sitting are paid by the school for fully funded candidates with an active enrolment.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of mitigating circumstances. The Exam's Officer will charge the Examination Board entry fee for any timetabled exam or assessment missed without supporting evidence.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

External candidates will be responsible for paying their own exam fees and the school reserves the right to charge an additional administrative fee.

All external examination fees will be paid for from the Exam's budget. This will also include preparing the resources and the printing cost of the Y11 Mock exam papers, together with all internal examinations held under exam conditions.

All internal tests held within the classroom environment will be paid for from department budgets.

### 6. The Disability and Equality Act, special needs and access arrangements

#### 6.1 Disability and Equality Act

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

#### 6.2 Special needs

The SEN department will inform Heads of Departments of candidates with special educational needs. The Head of Department can then inform individual staff of any special arrangements that candidates may be granted during the course and in the exam. All students with concessions will be supported by an LSA/TA in external exams and Year 11 mocks, but will have an external invigilator present to run the exam. For internal assessment they will be supported by an LSA/TA in the classroom but no external invigilator will be present.

### 6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process, enrolment or through subject teacher identification and evidence base.

Subject Teachers/Form Tutors identifying candidates who may require access arrangements after the start of the course should contact the SENCO coordinator at the earliest opportunity. It is the Subject Teachers responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is currently the responsibility of the SEN Co-ordinator. Teachers should also ensure that they are using access arrangements where possible in classroom tests.

## **7. Managing Invigilators and exam days**

### 7.1 Managing Invigilators

External invigilators will be used for all external exams and some internally assessed components, controlled assessments and mock exams.

The recruitment of invigilators is co-ordinated by the Exam's Officer.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Business Manager.

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

Invigilator training each year prior to the start of the exam season is carried out by the Exam's Officer.

Invigilators are timetabled and briefed by the Exam's Officer.

Invigilators' rates of pay are set by the school.

### 7.2 Exam days

The Exam's Officer will book all exam rooms after liaison with other users.

The Premises team are responsible for setting up the allocated rooms.

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

Subject staff may be present prior to the start of the exam to assist with the identification of candidates but must not advise on which questions are to be attempted and must leave the venue before the examination begins.

In practical exams Subject Teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by teaching staff or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department the following day.

## **8. Candidates, clash candidates and special consideration**

### 8.1 Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal school rules on dress and behaviour apply.



Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates will not be allowed to leave the exam room until the published finishing time.

Students are personally responsible for providing their own equipment for their exams.

## 8.2 Clash candidates

The supervision of candidates between exams is the responsibility of the Exam's Officer. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

## 8.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the school, Exam's Officer or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the school supports the application the Exam's Officer will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines.

## **9. Coursework and appeals against internal assessments**

### 9.1 Coursework

Candidates who have to prepare coursework should do so by the required date.

The Heads of Department will ensure all coursework is marked/internally verified in line with Awarding Organisation requirements. Heads of Department have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work. Subject Teachers will ensure that all internal verification is completed by school internal deadlines. The Exam's Officer will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to whom, is maintained.

Marks for all internally assessed work are provided to the Exam's Officer by the Heads of Department. These should be received by the Exam's Officer in order to meet the internal Exam's Office deadline.

### 9.2 Appeals against internal assessments

The school is obliged to publish a separate policy on this subject, which is available from the Exam's Officer, and on the school Website.

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

### 10.1 Results

Results day information will be published to candidates and on the school website. The results are available for collection in person. If a candidate is unable to collect in person they can, via prior discussion with the Exam's Officer, arrange for someone to collect them

on their behalf. A letter of authorisation is required and the appointed person must bring proof of identity. Failure to do so will result in the school being unable to release them. Results can be posted home but only by prior arrangement with the Exam's Officer.

### 10.2 Enquires about Results

EARs for General Qualifications may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee is payable by either the candidate or the curriculum area depending on who has requested the EAR. The school will always seek the candidate's permission prior to using this service.

**Please note that a remark can result in the grade being lowered as well as raised.**

### 10.3 Access to Scripts (applicable to General Qualifications only)

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

If a result is queried, the Exam's Officer in conjunction with teaching staff or Principal will investigate the feasibility of asking for a re-mark at the curriculum areas' expense. Otherwise the candidate will pay for the re-mark themselves. If there is a change in unit grade the candidate will receive a refund from the Exam's Office.

**Please note that a re-mark can result in the grade being lowered as well as raised.**

Heads of Department and Subject Teachers may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

## 11. Certificates

Certificates will be collected by the candidates at a time to be specified nearer the time.

The school retains certificates for one academic year.