

School Exam Policy

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
- to ensure a fair and honest process for all candidates

Exam Responsibilities

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This exam policy will be reviewed by the exams officer and Head of Centre.

Overall responsibility of the school as an exam centre:

- Ensure that all external exams are carried out in accordance with the JCC regulations.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Referring to the JCC document Suspected malpractice in examinations and assessments.
- In accordance with the Disability Discrimination Act ensure that every pupil has a fair and honest chance.

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.
- Advises the senior leadership team, subject and class tutors of procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of timetables for all exams in which candidates will be involved and communicates with staff concerning imminent deadlines.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- oversees the administration of access arrangements and makes applications for special consideration using the JCC Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- identifies and manages exam timetable clashes
- organises appropriate accommodation for examinations
- ensures that the correct papers and relevant equipment are available ready for the start of each examination
- organises 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.
- posting of exam scripts.

Heads of Department

- accurate completion of coursework mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

Teachers

- notification of access arrangements (at the end of Year 9 or as soon as possible after the start of the course).
- submission of candidate names to heads of department / faculty.

SENCO

- administration of access arrangements.
- Informing the exams officer of pupils entitled to access arrangements
- collection of evidence to support applications.
- 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.

Invigilators

- distribution of exam papers ensuring that students are given the correct paper
- read out instructions prior to the start of the exam
- collection of all exam papers and equipment at the end of the exam and their return to the exams office
- assisting with the completion of registers and seating plans
- ensuring that JCQ regulations for the conduct of examinations are met during the examinations
- reporting all irregularities to the Exams Officer

Candidates

- confirming entries and personal details
- being prompt to all exams with the correct uniform
- displaying behaviour appropriate for examination conditions
- adhering to exam regulations as stated by the JCQ
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own

Entries, entry details, late entries and retakes

- Candidates are selected for their exam entries by the heads of subject.
- Candidates, or parents, cannot request a subject entry, change of level or withdrawal. Changes to entries are in consultation with the exams office and head of subject. In general these should be avoided.
- Entries for candidates other than the students following the timetabled GCSE course e.g. external candidates must be approved by the Head of Centre via the Exams Officer.
- The centre will only accept external entries after an appeal has been considered by the Headteacher.
- Entry deadlines are circulated to heads of department via email and pigeonhole.
- Charges for late entries are payable by the deadline published for the current year.
- Resits decisions will be made in consultation with the candidates, subject teachers, head of department and SLT.

Exam fees

- All initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees (including those for changes of tier) are paid by the departments.

- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. The exams officer/SLT will consider all cases individually and will decide if it is appropriate to waive these fees.
- This fees reimbursement policy will be communicated in writing to candidates and parents/carers in the examination newsletter distributed to parents.
- Retake fees for first and any subsequent retakes are paid by the centre.
- Fees for enquiries about results are payable by the candidate unless otherwise agreed by the Head of Centre.

The Equality Act, special needs and access arrangements

The centre agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act . This includes a duty to explore and provide access to suitable courses and make reasonable adjustments to the service the centre provides to disabled candidates.

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

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 may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

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

Estimated grades

The heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

Managing invigilators and exam days

- The recruitment of invigilators is the responsibility of the Exams Officer under the supervision of the Head of Centre.
- Securing the necessary Criminal Records clearance for new invigilators is the responsibility of the centre administration.
- 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
- 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 are responsible for setting up the allocated rooms.
- The lead invigilator/exams officer 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 are to be attempted and must follow the strict guidelines outlined in the JCQ booklet.

- 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. Papers will be distributed to heads of department/faculty the following day.

Candidates, clash candidates and special consideration

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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.

External Exams

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

Internal Exams

Candidates will normally be required to remain in the exam room until the end of the examination. This will always apply where large numbers are involved. The teacher in charge, at their discretion, will arrange for dismissal after one hour if it is appropriate to do so e.g. if there is a small candidate entry.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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 centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams officer will then submit the application for special consideration to the relevant awarding body before the published deadline.