



The Polesworth School

ENSURING EXCELLENCE

The Polesworth School Exam Policy

Contents

- **The 11-19 exam policy**
- **Qualifications**
- **Exam series and timetables**
- **Entries, entry details and late entries**
- **Exam fees**
- **Equality Act 2010 – definition of disability**
- **Managing invigilators**
- **Candidates**
- **Internal assessments and appeals**
- **Results**
- **Certificates**

The 11-19 exam policy

The policy purpose

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

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Head of Centre and Exams Manager.

Exam responsibilities

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

- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted to instructions and the qualifications issued by the JCQ and awarding bodies.

Exams 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.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages, recruits and trains a team of external 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 Heads of Departments and 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 for entry purposes.

The Learning Support Department 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.

External Invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Ensuring the students are given the right conditions in order for the students to perform to their best.
- 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:

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

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and Heads of Departments.

The qualifications offered are GCE, GCSE, and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of Departments.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers and Subject teachers.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December, February, March, May and July.

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

Internal exams are held under external exam conditions.

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

On-demand tests can be scheduled only in windows agreed between the Exams Officer and the Senior Leadership Team or as set by awarding bodies.

Timetable

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

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of Departments and Subject teachers.

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

The Centre accepts entries from former candidates only.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Departments via Internal Post/Pigeon hole.

Late entries are authorised by Heads of Departments.

GCSE retakes are allowed.

AS retakes are allowed.

A2 retakes are allowed.

Retake decisions will be made in consultation with Candidates, Head of post 16 and Heads of Departments.

Exam fees

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.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Entry fees are paid by External candidates.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates who fail to sit an exam but can provide medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

The Equality Act 2010 definition of disability

The Equality Act 2010

The Centre must ensure that it meets the requirements of the Equality Act 2010 with regards to access arrangements.

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would not be at a substantial disadvantage in comparison to someone who is not disabled.

Access arrangements

The Inclusion Department 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 Inclusion Department 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 Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the Inclusion Department.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer and the Inclusion Department and Form 8s must be completed fully, dated and signed by the Inclusion Department.

Rooming for access arrangement candidates will be arranged by the Exams Officer with the Inclusion Department.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer and the Inclusion Department.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Managing invigilators

Managing invigilators

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 Exams office.

CRB fees for securing such clearance are paid by the Local Authority.

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 or Exams officer will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam outside the room to offer support and encouragement up until the time that candidates enter the exam room and to assist with the identification of candidates if necessary. From that moment onwards they are under exam conditions and the strict protocols must be adhered to. 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.

Candidates

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.

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.

Clash candidates

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

Special consideration

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 may 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 assessments and appeals

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 for all internally assessed work and estimated grades are provided to the exams office by the 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

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self addressed envelope).

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

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.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for six years.

Mrs M Favell

Mrs J Brookes

Head of Centre

Exams Manager

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Date

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The policy is next due for review on.....

Updated 26 November 2015