



Draft Examination Policy Procedure

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1. 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

It is the responsibility of the Exams Officer and the member of SLT with responsibility for Exams to ensure that this policy is kept up to date.

2. Exam Responsibilities

Headteacher/Head of Centre

Overall responsibility for the school as an exam centre.

Provides advice on appeals and re-marks.

Reports all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

Responsible for the National Centre Number Register annual updates. A signed declaration must be returned by the end of October and a copy kept on file for inspection purposes confirming they are aware of the latest JCQ regulations.

Leadership Team

Must be familiar with the JCQ contents, refer to and direct relevant centre staff to any updates.

Advises Head of Centre of appeals, incidents of malpractice.

Authorisation of late entries.

Responsible for Head of Faculties.

Exams Officer

Manages the administration of public and internal exams and analysis of exam results.

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 exam boards.

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. Together with SENCo, administers access arrangements and makes applications for special consideration using the JCQ AAO.

Advises on Access Arrangements and Special Considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations. Identifies and manages exam timetable clashes.

Recruits and/or books, trains and line manages the 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.

Heads of Faculties/Subjects

Preparation of students for exam content and procedures.

Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

Notification to Exams Officer and SENCO of any access arrangements required.

Ensuring that all candidates are entered for the correct units and tiers during each exam series.

Ensuring that estimated grades and internal assessment marks are completed on schedule in accordance with exam board regulations.

Updating the Exams Office of changes in the curriculum affecting exam entries e.g course codes.

Ensuring that all internal assessments are conducted in accordance with exam board regulations.

Involvement in post-results procedures. 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.

SENCO

Administration of access arrangements makes applications using the JCQ AAO.

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

Collection of exam papers and other material from the exams officer before the start of the exam.

Correct distribution of papers during the exam.

Upholding of exam protocol in all exams.

In collaboration with SLT, ensuring the safe and orderly entrance and exit to and from exams. Immediate notification to Exams Officer of any incidents of malpractice.

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 own Statements of Entry and must contact the Exams Officer with any amendments or corrections, such as Name, Date of Birth etc, at the earliest opportunity.

Understanding internal assessment regulations and signing a declaration that authenticates the internal assessment as their own.

Knowing when they have exams (date & time).

Ensuring that the correct equipment is brought to each exam
Abiding by the relevant JCQ regulations.

3. Qualifications

The qualifications offered at Lister Community School are decided by the Senior Leadership Team in conjunction with Heads of Faculty/Subject. The qualifications offered are: GCSE, ELC, Cambridge Nationals, NCFE, ASDAN, BTEC, NCFE.

Key Stage 3

All candidates follow a broad curriculum including English, Maths, Science and ICT. Performance in all curriculum subjects will be judged through internal assessments.

Key Stage 4

At the beginning of Year 9, students choose one specialist subject with the intention to continue in Year 10. In Year 10, students embark on courses which lead to a recognised end of KS4 accreditation. The qualifications offered are: GCSE, ELC, Cambridge Nationals, NCFE, BTEC.

4. Entries/Late Entries

Candidates are selected for their exam entries by the Head of Subject in consultation with teaching staff, Head of Faculty and Senior Leadership Team.

The school may change the tier of the exam for which the student has been entered if they are working below the level required. A decision such as this will be taken after consultation between the Head of Department, Head of Faculty and Senior Leadership Team.

Candidates may be withdrawn from a qualification if they have not satisfied attendance and internal assessment requirements.

A candidate or parent/carer can in some cases request a change of level. This should be arranged through discussion with the relevant Head of Subject. If the Centre does not uphold the request then a disclaimer must be signed by the candidate and the parent/carer.

Withdrawals and changes to entries or tiers must be submitted to the exam department in writing, dated and signed by the Head of Subject, Head of Faculty and confirmed by the Senior Leadership Team.

External candidates are accommodated at the discretion of the Headteacher and paid for in advance by the candidate.

Entry deadlines are circulated to Heads of Faculty, Head of Subjects via email. Late entries must be authorised by the Senior Leadership Team.

5. Exam Series & Timetable

External exams are scheduled in November, January, March, May and June of each academic year. Internal assessments are scheduled at the discretion of Head of Subject to meet appropriate exam board deadlines.

Once entries are confirmed, the Exams Officer will circulate the generic exam timetable. Individual timetables will be issued to candidates following entries being sent to the exam board.

Before each exam series candidates will receive a copy of their Statement of Entry and a general timetable for multiple exams. They should be encouraged to read these carefully and report any discrepancies directly to the Exam Officer as soon as possible.

6. Equality Act 2010, Special Educational Needs and Access Arrangements

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with The Equality Act 2010.

A candidate's special needs requirements are determined by Learning Support/SENCO.

Making special arrangements for candidates to take exams is the responsibility of the SENCO with the Exams Officer.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer and the Cover Manager.

Candidates who are temporarily disadvantaged while taking the exam may apply for a Special Consideration so as to obtain an adjustment to their mark or grade.

Candidates who are unable to take an exam must produce evidence that he/she was unfit to take the paper may apply for a Special Consideration, provided at least one component has been completed.

Applications for Special Consideration must be made to the Exams Officer within five days after the exam.

7. Estimated Grades

Heads of Faculty/Subject are responsible for submitting estimated grades to the Exams Officer as requested. Departments should adhere to the deadlines set out by the awarding body.

Forms and deadline dates will be passed to departments by the Exams Officer. A log will be kept to track what has been sent.

8. Contingency Planning

Contingency planning for exams administration is the responsibility of SLT in consultation with the JCQ guidelines.

9. Managing Invigilators

External invigilators are used for exam supervision. The booking of invigilators is the responsibility of the Exams Officer.

Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration.

Invigilators are line managed, timetabled and briefed by the Exams Officer. Invigilators' rates of pay are set by the Centre through the Human Resources Manager.

The exam department trains and monitors external invigilators to comply with the legal requirements for each exam as detailed in the JCQ Instructions for Conducting Examinations booklet.

When unable to fulfill the requisite number of invigilators through late notification of absence, the exam department will ask the Cover Manager to assist with staffing.

In addition to training, the exam department will provide invigilators with an electronic copy of the JCQ ICE booklet.

Invigilators will be briefed before each exam on general procedure and particulars relevant to the exam.

10. Exam Days

The Senior Leadership Team will ensure that all candidates are properly briefed on examination rules and regulations prior to all exams.

The Exam Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

Site management is responsible for setting up the allocated rooms. The Exams Officer will ensure that all rooms used for exams are set out to the correct specification with help from invigilators.

Senior staff/lead invigilator will start all exams in accordance with JCQ guidelines.

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 Departments at the end of the exam day. Note that if there is a clash with candidates taking the exam the following day, then the papers will not be released until after they have taken the exam.

Senior members of centre staff approved by the Head of Centre and who have not had overall responsibility for the candidates preparation for the examination(s), may be present at the start of the examination(s).

The School will have an Exam Emergency Evacuation Policy, following JCQ guidelines.

No unauthorised person is permitted to enter an exam room during an exam.

11. Candidates

Candidates are responsible for following the centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, all electronic devices and watches apply at all times.

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

Candidates may bring still water to the exam room. All bottles must be transparent and free from labels. No other drink and food is permitted.

Candidates will be briefed prior to exams of the regulations and behaviour expected in the exam room. Disruptive candidates are dealt with in accordance with JCQ guidelines.

The Exams Officer will pass on attendance information to the Attendance Officer, House Officers and Pastoral Managers at the start of each exam. They will contact candidates who are absent. The Exams Officer will ensure that all late candidates are dealt with in accordance with JCQ guidelines.

Clash Students - The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

12. Seating and identifying candidates in exam rooms

Candidates will be asked to line up in the Sports Hall according to the seating plan. SLT and Pastoral Managers will be present to identify the candidates.

Exam labels with candidates' photos are placed on each desk to help invigilators identify the candidates.

13. Candidate Absence

Invigilators will take the register and identify who is absent according to the seating plan. They will notify the Exams Officer who will inform the Pastoral Managers and House Officers. They in turn will call the candidate.

14. Candidate Late Arrivals

Candidates who arrive late to the exam room will be permitted to sit the exam with the full amount of time. Invigilators may have their seat moved within the room to reduce disturbance when other candidates leave. A very late form will be completed if they arrive more than one hour after the awarding body's published starting time for an examination of more than one hour. Reasons for the late arrival will be kept on file. As instructed by JCQ, candidates will be warned that the awarding body may not accept their script.

15. Candidate Behaviour

Invigilators will be vigilant for any breaches and will report any concerns to the Exams Officer and logging the details in the Incident Log. Invigilators should approach candidates during an exam if they feel their behaviour is disturbing other candidates or likely to lead to concerns of malpractice. This must be written in the Incident log and notified to the Exams Officer. A member of SLT will be contacted and will take appropriate action.

16. Malpractice

As a centre we abide by the JCQ regulations and failure to adhere to these regulations will be deemed as Malpractice. For the purposes of this policy, malpractice is deemed as any action or practise that threatens the integrity of Internal Assessment, Internal and External Examinations.

Any evidence of malpractice must be recorded in the Exam Log Book, dated and signed by the person making the allegation.

Incidents of malpractice in internal exams will be dealt with by SLT in conjunction with the HOD/HOF of the department.

Where an incident of malpractice is alleged in a public exam, the Head of School will be informed and if it is in breach of the regulations as defined by the Examination Boards and the JCQ.

The Exams Officer will report any confirmed case of malpractice to the Head of Centre. The candidate will be given the opportunity to write their own version of the incident.

A careful and thorough internal investigation will be carried out by the Head of Centre after which all statements and reports will be submitted to the relevant Exam Board using the JCQ/M1 form.

Decisions made by the Examination Boards will be communicated to the candidate.

Sanctions and penalties may be imposed by an awarding body if the reported candidate is found guilty.

Sanctions and penalties can be appealed, appeal process is usually advised by the relevant awarding body if an individual or centre is involved in a malpractice decision.

17. Internal Appeals

Students must read and understand fully the relevant JCQ Notices to Candidates.

A candidate can appeal against the marking of their coursework or any other internal assessment marking. The *Appeals Procedure* document published by the Exam Office in accordance with the Code of Practice outlines the procedure to be followed.

Teaching staff are urged to make themselves aware of the Internal Appeals Procedure and facilitate candidates in its application where necessary.

There is a separate Policy for Appeals Against Internal Assessments which is available from the Exams Officer.

18. Results

Arrangements for Lister School to be open on results days are made by SLT. The provision of staff on results days is the responsibility.

Candidates will receive individual result slips on results days in person.

A candidate may give a nominated person written permission to collect her/his results.

The Exam Officer has the responsibility to prepare and present results for distribution to the Head of Centre, Head of Faculty and Head of Subject.

A candidate may request an Review of Results (RoR) with the approval of the department concerned.

19. Review of Results

Review of Results (RoR) may be initiated by the department itself on a reasonable expectation in the light of the candidate's predicted grade and/or the closeness of the shortfall of the desired grade.

The centre must ensure that candidates are available to sign a mandatory consent form before the application is made.

Review of Results applications must be submitted promptly by the Exams Officer only after written consent has been given.

If a result is queried, a candidate may request an RoR at their own expense through the Exams Officer in accordance with the JCQ regulations on Post-Results Services. If the unit grade increases then the candidate will be reimbursed the fee.

20. Access to Scripts

After the release of results, candidates may request this through the Exams Officer up to the deadline set by the exam boards.

Staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Re-marks cannot be applied for once an original script has been returned.

21. Certificates

Certificates are presented in person and a signature collected. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.