

Exams policy 2017-18

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The policy is next due for review April 2019.

(For the purposes of this policy, all Internal For all Internal Assessment and Appeals, please see the 'Controlled Assessment Policy').

Section 1 - Purpose

Upper Shirley High is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exams policy will ensure that:

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute" [JCQ [General regulations for approved centres](#)1]

- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

For the 2018 exam series, the designated staff are:

Head of Centre – Stuart Woods (Headteacher)

Oversight of exams – Aimee Floyd (Deputy Headteacher)

Exams Officer – Lisa Howell

SENCO – Zoe Ramshaw

Access Arrangements Coordinator – Kate Stone

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

Section 2 - Procedures and practice

Key responsibilities (Further are outlined below and within the specific appendices attached to this policy)

This policy has been created utilising guidance for the JCQ including:

[General regulations for approved centres](#) (GR)

[Instructions for conducting examinations](#) (ICE)

[Access Arrangements and Reasonable Adjustments \(AA\)](#)

The Headteacher as Head of Centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Should be aware of the JCQ requirements in how exams should be conducted at the centre
- is responsible for reporting all suspected or actual incidents of malpractice and directing any particular investigations if required- refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

Deputy Headteacher with oversight of exams:

- has delegated responsibility from the Head of Centre to lead staff in the coordination of exams.
- is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Instructions for conducting non-examination assessments \(and the instructions for conducting controlled assessment and coursework\)](#)
- line manages the Exams Officer
- line manages the SENCo ensuring that all Access Arrangements are completed to support all students with SEND.
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;”* [ICE 6]
- Ensures staff are only entered for qualifications through the centre where entry through another centre is not available
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

Exams officer:

*“The **examinations officer or quality assurance co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

[GR 1]

- Understands the contents of annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Post-results services \(PRS\)](#)
- manages the administration of internal exams and/or external exams

- advises the senior leadership team, subject leaders and teachers, 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 and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- 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.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication '*A guide to the special consideration process*'.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Leadership Team, any post results service requests.

Subject Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- being up to date with all developments regarding the particular exam board and examination series.
- attending all appropriate training and update meetings from the appropriate awarding body (in person or online).
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- submitting evidence where required for the application for access arrangements.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Subject Leader and/or Exams Officer.
- submitting evidence where required for the application for access arrangements.

The **SENCo** is responsible for:

- being familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
[Access Arrangements and Reasonable Adjustments](#)
- working with a qualified member of staff regarding the identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements. (For all Access Arrangements, please see Appendix 1.)

- Ensuring the school meets its requirements under the Equalities Act 2010, enabling any students with a disability to complete their exams at the centre, with the appropriate support. (For the Disability Exams Policy, please see Appendix 3.)
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office 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 office.
- Ensuring that all students are safely evacuated from the exam hall in an emergency, that they are monitored while they are evacuated and that a full statement is completed regarding the incident (as per the Emergency Exams evacuation plan, Appendix 3)

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- attending exams punctually.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Preparation for the Exams

Qualifications offered:

- The qualifications offered at this centre are decided by the Senior Leadership Team. The types of qualifications offered at Key Stage 4 are GCSE and BTEC.
- The subjects offered for these qualifications in any academic year may be found on the school's website and associated documentation as created by the Exams officer. If there is to be a change of specification for the next year, the exams office must be informed by the beginning of the academic year (that being Year 10 or Year 11).
- Informing the exams office of changes to a specification is the responsibility of the Subject Leader for each individual subject. This decision will be reached through discussion with the Leadership Team. The type of qualification will be considered as well as the appropriate awarding body.
- Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leaders in consultation with the Leadership Team.

Exam series:

- Internal exams and assessments are scheduled in each year group at key points over the year. For Years 7-9, these exams are in English, Maths and Science and take place in the Summer term. These are held in exam conditions and the process of identifying students who may require access arrangements begins. The Year 10 exams take place in June and July to give the students an experience of taking exams at this point of the year.
- The Year 11 students take two sets of internal mock examinations. The first of these are in October and November of Year 11. For English Maths and Science, the students complete exam papers set by the PIXL group and these are marked and moderated alongside the PIXL partner schools and advisory teams. In all

other subjects, the Subject Leader sets the paper. Students then complete a further PIXL paper in English, Maths and Science in the March of Year 11. At this time, students also complete their practical exams in Food and Nutrition and Drama.

- External exams and assessments are scheduled in the Summer term of Year 11, following the KS4 final exams timetable.

Exam timetables and briefing to candidates:

Once confirmed, the exams officer will circulate the exam timetables for both internal and external exams at a specified date before each series begins. This will be sent to staff via email and be printed out for tutors to work on with the Year 11 students. The final GCSE exam timetable is also published to parents through the school website as part of the 'USH Guide to Exams'.

The Exams Officer will also ensure students are briefed on:

- Issues individual exam timetable information to candidates
- Issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

This may take place in dedicated assemblies led by the Head of Year 11 as well as outlined in the USH Guide to Exams. This is sent out to parents and is available to the candidates in school. It is also available on the school website.

Entries, entry details and late entries:

- Candidates or parents/carers can request a meeting regarding the potential changes of subject entry, change of level or withdrawal from a particular exam.
- The centre accepts entries from private candidates.
- The centre does not act as an Exam Centre for other organisations.
- Entry deadlines are circulated to Subject Leaders via email.
- Subject Leaders will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Deputy Headteacher.
- No resits are available.

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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the school. Late entry or amendment fees are paid by the school.

Fee reimbursements are sought from candidates and their parents:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Estimated grades:

Subject Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer. These are then submitted to the awarding body when requested.

Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

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

Teaching staff

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

Access arrangements – this policy is detailed in Appendix 1

Exams Disability policy – this policy is detailed in Appendix 2

Exams Word Processor policy – this policy is detailed in Appendix 6

Organising the completion of exams

Managing invigilators:

- External staff will be used to invigilate examinations. These invigilators will be used for internal exams and external exams. Recruitment of invigilators is the responsibility of the Exams officer and Business Manager. Completing all pre-employment checks is the responsibility of the HR Officer. This will be carried out using all safer recruitment training (please see the USH Child Protection policy for reference).
- Invigilators are recruited, timetabled, trained, and briefed by the Exams officer. This includes key aspects of the JCQ requirements, this policy and attached appendices, with particular reference to the Exam Emergency Evacuation policy (Appendix 3). A guide will be created to ensure the expectations of the invigilators is clear and transparent.
- The Exams Officer also ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the

access arrangement(s). They also ensure appropriate training to ensure invigilators are made aware of the Equality Act 2010 and are trained in disability issues.

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 staff** is responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- The Exams officer and lead invigilators will start and finish all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates. 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. Papers will be distributed to heads of department in accordance with JCQ's recommendations.
- After an exam, the Exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with administrative staff.

Candidates:

- 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 Lead invigilator and Exams officer.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Exams officer is responsible for handling late or absent candidates on exam day.

Absent candidates – please see the USH Exam Contingency policy for further information (Appendix 4)

Late candidates

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

Where there is a clash of exams:

The Exam's officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. As far as possible, the effect of these exam clashes will be minimised for the student. Where students exams may last longer than 5 hrs in a day, the specific exam regulations will be adhered to and the exam board be contacted regarding special consideration.

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 to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 10 working days of the exam.
- The Exams Officer will make a special consideration application to the relevant awarding body within the expected number of days from the exam.

JCQ inspection visit

If there is a JCQ inspection visit, the Exams Officer and/or Senior member of staff accompanies *“the Inspector throughout the course of his or her centre visit, including inspection of the centre’s secure storage facility.”* [[ICE Introduction](#)]

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam
- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

Irregularities

Head of centre

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

Senior leaders

- Ensure support is provided for the Exams officer and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuations)

Post Exams

Results:

Exams officer

- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address - candidates to provide a self-addressed envelope
- collected and signed for by an additional person on proof of a signed letter from the candidate.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Exams officer.

The provision of the necessary staff on results days is the responsibility of the Exams officer.

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 will be paid by the centre or the candidate if the centre does not feel that an enquiry is required.
- All decisions on whether to make an application for an EAR will be made by the Senior Leadership Team.
- 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 as part of the Controlled Assessment Policy. The Head of Centre, the Headteacher, will be responsible for assessing any Internal Appeals where students do not agree with the marking by a member of staff.

- All processing of EARs will be the responsibility of the Exams officer following the JCQ guidance.
- Teaching staff are responsible for meeting the deadlines as set by the centre for identifying possible remarks.

Access to Scripts (ATS):

- After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 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 EARs will be paid by the centre or the candidate if the centre does not feel that an enquiry is required.
- Processing of requests for ATS will be the responsibility of the Exams officer.

Certificates:

Candidates will receive their certificates

- in person at the centre
- by post to their home address (candidates to provide a self-addressed envelope)

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.

The centre retains certificates for 7 years. 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.

Archiving – please see Appendix 5 that outlines guidance for paperwork and specific archiving

Section 3 - Concluding notes

Monitoring and Review:

The Local Governing Body will be responsible for monitoring the implementation of this policy alongside the Deputy Headteacher with oversight for Exams.

Other linked policies/procedures:

- Controlled Assessment Policy
- Equalities Policy
- SEND Policy
- Child Protection Policy
- Hamwic Data Protection Policy

Other linked documents/reading:

- **JCQ General Regulations for Approved Exam Centres 2017-18**

Head of centre

Exams officer

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Date