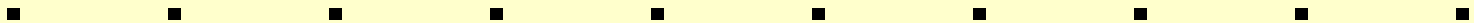


# Moorside High School

## Exam Policy



Date Reviewed: ...May 2019.....  
Date of Next Review: ...May 2020.....  
Reviewed by: ...Teaching & Learning Committee

May 2019

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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Senior Leadership Team and the Exams Officer.

## **1. Exam responsibilities**

Head of Centre – Mr S Clarke

- Has overall responsibility for the school as an exams Centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document Suspected malpractice in examinations and assessments.

### **Exams Officer**

- Manages the administration of internal and external exams.
- Advises the Senior Leadership Team, subject and class tutors 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 publications for 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 the exam 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 SLT any post results service requests.

**Head of Departments** are responsible for:

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

**Head of Careers and Careers Advisor** are responsible for:

- Guidance and careers information.

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Officer.
- Notification of access arrangements (as soon as possible after the start of the course).

**Senco and Assistant SENCO** are responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to 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 all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

**Candidates** are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Head of Curriculum and the Heads of Subject.

The statutory tests and qualifications offered are: GCSE, Cambridge Nationals, BTEC (level 1 and 2), entry level to a select few.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of the Head of Subject.

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Subject in consultation with the Deputy Headteacher.

### **3. Exam seasons and timetables**

#### 3.1 Exam seasons

Internal exams are scheduled in November (year 7), December (year 11), March (year 10), June (year 8).

Internal exams in Maths, English and Science are held under external exam conditions, where possible.

External exams are scheduled in January (GCSE IT, Construction), February (Btec Sport), May, June and July (GCSE).

#### 3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

### **4. Entries, entry details and late entries**

#### 4.1 Entries

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

The Centre does not accept entries from external candidates.

#### 4.2 Late entries

Entry deadlines are circulated to Heads of Department via email and post. Late entries are authorised by the Head Teacher.

### **5. Exam fees**

The Centre will pay all normal exam fees on behalf of candidates.

Late entry, amendment fees or re-sit fees are paid by Centre.

Non attendance fee are paid by parent.

## **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### **6.1 DDA**

The Disability Discrimination ACT 2005 extends the application of the DDA to general qualifications. All exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Access arrangements**

A candidate's access arrangements requirement is determined by the SENCO.

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

Ensuring there is appropriate evidence for a candidates access arrangements is the responsibility of SENCO.

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

Rooming for access arrangement candidates will be arranged by L Johnson and the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by Assistant SENCO and the Exams Officer.

## **7. Estimated grades**

The Heads of Subject will submit entries to the exams officer when requested by the exams officer.

## **8. Managing invigilators and exam days**

### **8.1 Managing invigilators**

External invigilators will be used for external exams as well as year 10 and 11 mocks.

The recruitment of invigilators is the responsibility of the Exam Officer. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exam Officer.

Invigilators' rates of pay are set by the Finance Officer.

## 8.2 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 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.

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.

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

### 9.1 Candidates

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.

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.

Candidates may leave the exam room for a genuine purpose but must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for candidates who are late for their exams, or do not turn up at all.

### 9.2 Clash candidates

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

### 9.3 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 Exams Officer, the exam invigilator or the Centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example 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.

## 10. Coursework (controlled assessment) appeals against internal assessments

### 10.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Heads of Department will ensure all coursework is ready for dispatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams officer by the heads of subject.

### 10.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30<sup>th</sup> June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

### Internal assessments/Internal exams

**Internal assessments** are non-examination assessments (NEA) which are normally set by a Centre/awarding body, marked and internally verified by the Centre and moderated by the awarding body.

**Internal exams** are exams or tests which are set and marked within the Centre; normally a pre-cursor to external assessments.

*"Externally marked and/or externally set practical examinations taken at different times across Centres are classified as 'NEA'."*

[Quote taken from the JCQ publication *Instructions for conducting non-examination assessments – Foreword, page 3*]

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

### 11.1 Results

Candidates will receive individual results slips on results days either in person at the Centre or by post to their home address (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results day is the responsibility of the Head of Centre.

### 11.2 Enquiries About Results (EARs)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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 uphold 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.

### 11.3 Access to Scripts (Ats)

After the release of results, candidates may ask subject staff to request the return of exam 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.  
(see also section 5: Exam fees)

Processing of requests for ATS will be the responsibility of the exams officer.

## **12. Certificates**

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and have on the day of collection a signed letter from the student.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.



.....  
Head of Centre

.....  
Exams officer

Date .....

The policy is next due for review in May 2020