St Richard Gwyn Catholic High School

Exams Policy

Approved by Governors on 13/05/2016

Signed _____ (Chair)

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 consistent and effective response in the event of major disruption to the examination system

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 head of centre, Deputy Head, Director of Sixth Form, Curriculum Leaders, Senior Leadership Team, Exams Officer and Governing Body.

1. Exam Responsibilities

Head of Centre / Headteacher

Overall responsibility for the school/college as an exam centre;

- advises on appeals and re-marks
- holds the responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments'*
- Ensures knowledge of JCQ General Regulations document is current
- Ensures an Exams Officer is appointed (Head of Centre MAY NOT appoint themselves as Exams Officer)

Exams Officer

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

- advises the senior leadership team, subject and learning coaches 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 / controlled assessments / non-exam assessments are 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
- assists the SENCO in administering access arrangements
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges

DRAFT

- 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
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- tracks despatch of coursework / controlled assessments / non-exam assessments and stores returned work 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
- Updates and maintains the Exam Entries / Exam Day Contingency Plan annually in case of emergency

Deputy Headteacher

- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16

Curriculum Leader

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate electronic input of coursework / controlled assessments / non-exam assessments marks
- Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation
- Ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

Head of Careers

- Guidance and careers information

Teachers

- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidate names to heads of department / faculty
- Submission of coursework / controlled assessment / non-exam assessment marks to HoS / AB secure website by the deadline

SENCO

- Administration of access arrangements, including making applications and preparing / storing evidence for inspection purposes
- Identification and testing of candidates' requirements for access arrangements

DRAFT

- 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

- Keep up to date with knowledge of JCQ ICE rules and 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 their return to the exams office
- Ensuring all secure documents are returned to the exams officer after the exam

Candidates

- Confirmation and signing of entries
- Understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own
- Understanding exam regulations

Administrative staff

- Support for the input of data
- Posting of exam papers

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head, heads of curriculum, heads of subject, heads of department, heads of sixth form and the senior leadership team.

The statutory test offered are as below;

Name of Test	Year Group
CATs Testing	Y7 & Y9
Literacy & Numeracy Tests	Y7, Y8 & Y9

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At Post-16

It is expected that AS modules will be completed during year 12.

DRAFT

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled throughout the school year.

External exams are scheduled mainly in the Summer.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, deputy head, heads of sixth form, heads of curriculum, heads of subject, heads of department and the senior leadership team.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the Director of Sixth Form, Curriculum Leaders, subject teachers and the Deputy Headteacher.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre does / does not accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to heads of department via email, noticeboard, post and intranet.

Late entries are authorised by the Director of Sixth Form, Curriculum Leaders, subject teachers, the exams officer and the Deputy Headteacher.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, Director of Sixth Form for post-16, exams officer, head of centre, Deputy Headteacher and Curriculum Leaders.

5. Exam Fees

GCSE entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

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

DRAFT

made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework / controlled assessments / non-exam assessments requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.
(See also section 11.2: Enquiries about results [EARs])

6. The Equality Act, Special Needs and Access Arrangements

6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA 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 Special Needs

A candidate's special needs requirements are determined by the SENCO, doctor, pastoral teacher 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 specific arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access Arrangements

It is the responsibility of the SENCO to;

a. Make specific arrangements for candidates to take the exams

b. Make applications to awarding bodies to allow candidates Access Arrangements in exams

c. Have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

It may be a requirement for exams staff to help administer this to ensure a thorough understanding of candidates needs in exams. This should be agreed between Exams Officer and 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.

DRAFT

7. Managing Invigilators and Exam Days

7.1 Managing Invigilators

External invigilators will be used for exam supervision.
They will be used for external exams.

The recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams officer.

DBS fees for securing such clearance are paid by Flintshire County Council.

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the Headteacher.

7.2 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 lead invigilator 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. All papers / secure documents must be returned to the exams officer. Papers will be distributed to heads of department/faculty at the end of the exam session by **the exams officer only.**

8. Exam Contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, AS levels, A-levels.

a. Disruption of teaching time – centre is closed for an extended period
   Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series
- Centre will have plans in place to facilitate alternative methods of learning.

b. Learners unable to take examinations because of a crisis -centres remain open
   - In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
   - centre will offer candidates an opportunity to sit any examinations missed at the next available series
   - centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. JCQ guidance on special consideration can be accessed through the JCQ website.

c. Centre unable to open as normal during the examination period

   If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

   - centre will open for examinations and examination candidates only, if possible
   - centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
   - centres will offer candidates an opportunity to sit any examinations missed at the next available series
   - centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

d. Disruption to the transportation of completed examination scripts
   - If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
   - centre will ensure secure storage of completed examination scripts until collection.

e. Centre unable to distribute results as normal
   If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will contact awarding organisations about alternative options. i.e.:
   - centre will make arrangements to access its results at an alternative site
   - centre will make arrangements to coordinate access to post results services from an alternative site
   - centre will share facilities with other centres if this is possible.

DRAFT

f. Exams officer absent at a critical stage of the examination cycle
In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will
- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary

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.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

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.

9.2 Clash Candidates

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

9.3 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.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (were possible – paper based otherwise) by the Exams Officer within five days of the exam.

10 Coursework/Controlled Assessment/Non-Exam Assessment and Appeals against Internal Assessments

10.1 Coursework / Controlled Assessments / Non-Exam Assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Curriculum Leaders will ensure all coursework / controlled assessments / non-exam assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

DRAFT

Marks for all internally assessed coursework / controlled assessments / non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers and Curriculum Leaders. Where electronic input of marks is not available then teachers and Curriculum Leaders should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

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 and must be available for inspection purposes.

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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 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.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (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 days is the responsibility of the exams officer.

The centre aggregates at the end of year 13 for AS grades, not at the end of year 12.

11.2 EARs (Enquiries about Results)

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

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. (See section 5: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

11.3 ATS (Access to Scripts)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the

DRAFT

feasibility of asking for a re-mark at the centre's expense.

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.
If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

12. Certificates

Certificates are presented in person, and collected and signed for.

Certificates may not be collected on behalf of a candidate by a third party.

Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

Review

This policy will be reviewed in May 2017.

Rev.No	Date	Authorised By	Details of Revision
V1	13/05/2016	GB	Update & Format
V2	Dec 2017	IEB	Renewal

DRAFT