



KING EDWARD VI
SHELDON HEATH ACADEMY

EXAMINATIONS POLICY

See also:

Behaviour Policy

Controlled Assessment Policy

Examination Appeals Procedures

Access Arrangements Policy

Word Processor Policy

Head of Centre: Mr J P Allen

Examinations Manager: Ms J Jones

SLT Responsible for Examinations – Miss K Tzoganakou

Friendship
Integrity Benevolence
Honesty **Equality**
Respect Community
Tolerance **Aspiration**
Our values
Humility Personal responsibility
Justice Dignity Ambition
Co-operation **Humanity**
Excellence Embracing diversity
Belief Empathy Kindness
Understanding Charity
Compassion

This policy will be reviewed annually by the Curriculum committee.
Last reviewed and ratified in February 2017.

1. Rationale

Public examinations provide vital summative assessment, generally at the end of a Key Stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. To this end the Academy participates willingly in the administration of these examinations in the best interests of the students and the Academy as a whole. In addition, other internally set and marked examinations may take place at other times in order both to prepare students for public examinations and check their learning progress.

2. Purpose of this policy

The Academy is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- All aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted, thus minimising risk to examination administration and any adverse impact on students, should the examinations officer be absent at a critical stage of the examination cycle
- Academy and other staff as appropriate are 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.
- Exam candidates understand the exams process and what is expected of them.
- Students are given the opportunity to demonstrate the highest achievement of which they are capable; administration helps them to achieve their best.
- The Academy meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service.

3. Examination Entry Policy

It is the Academy's policy to enter all students who have followed an examination course at the discretion of the Principal. Should a student be excluded from the Academy following their entry into the examinations, they will still be required to sit their exams in a place to be determined by the Academy.

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body to levy no charge for examination entries, except where:

- the Academy has not prepared for the examination in the year for which the entry is made, or
- a student has failed, for no good reason, to complete the requirements of the examination or to attend for it.

At the Academy, students start their examination courses in Year 9 and may be entered for the final examination or part of their final examination during this period depending on their ability and other determining circumstances. A regime of internal examinations, including mock examinations, will be organised throughout the year. Parents and students will be informed of key dates through the Academy's annual calendar. All students will be subject to teacher assessments during Key Stage 3; this will usually be at the end of Year 8.

Public Examinations are the appropriate method for assessing students' level of achievement. Results awarded by external Examining Bodies will provide students with qualifications that will enable them to progress to the next level in education or to

employment. It is Academy policy to enter all students for examinations in all subjects in which they have completed all the necessary coursework and have at least a fighting chance of achieving a pass.

It is important to note that the Academy maintains the right of all students, regardless of academic ability, to enter GCSE examinations. The Academy does not support the practice of denying access to public examinations to any students with Statements of Educational Needs.

Statements of entry are circulated to students before entries are submitted. If parents wish to amend an entry they are asked to discuss the matter with the appropriate member of staff, usually the Head of Department of the examination in question or, the Vice Principal, but the final decision rests with the Academy.

Students re-sitting an examination will be asked to pay the appropriate entry fee.

4. Charges

The Academy may impose a charge at least equal to the financial charges levied by examination boards on:

- Students whose entries are withdrawn because of lack of coursework;
- Students who make a decision to sit or not to sit an examination after the late entry/withdrawal deadline;
- Students who fail to attend an examination and do not produce medical evidence or evidence of other mitigating circumstances;
- Students who arrive late;
- Students who re-sit any of their exams.

5. Procedures – The exam cycle

Examinations are an integral part of the Academy's assessment programme. The mock examination period will give students the opportunity to practise organising an effective revision programme and experience a timetable of continuous testing. This is a learning situation for students and will help them to perform successfully in the end of key stage public examinations.

In order to prepare effectively for these examinations, departments will need to undertake careful planning of their written papers; it is highly recommended that past papers or sample assessment materials available from the relevant examination board are used. Clear marking criteria should be identified; often these will be the published mark schemes for the relevant mock examination paper. The Heads of Department are responsible for ensuring consistency of marking and reporting for their subjects. Staff need to report results as directed by the Examinations Officer.

External examinations provide vital summative assessment, generally at the end of a Key Stage, which informs students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved.

Both types of examinations are equally important and thus the procedures in place for examinations apply equally. The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this grouped into the following stages:

- Planning
- Entries
- Pre-exams
- Exam time

- Results and post-results

For all types of examination:

- Staff to check the examination schedule.
- Brief students of the rules of the examination process.
- Meet deadlines for the examinations cycle.
- Be aware of the expectations and standards of the examination process.
- Ensure students have been prepared adequately for their examinations.

This exam policy identifies the roles and responsibilities of centre staff within this cycle.

I. PREPARATION

a) Information sharing

The head of centre will:

- direct relevant centre staff to annually updated JCQ publications including:
- <http://www.jcq.org.uk/exams-office/general-regulations>
- <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- <http://www.jcq.org.uk/exams-office/malpractice>

The Examinations Manager (EM) will:

- Inform relevant centre staff of JCQ and awarding body documentation relating to the exam process that has been updated.
- Signpost relevant centre staff to information that should be provided to candidates.
- As the centre administrator, approve relevant access rights for centre staff using awarding body secure extranet sites.

b) Information gathering

The EM will:

- Undertake an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- Collate all data into one central point of reference.
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications.
- Produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines.
- Collect information on internal exams to enable preparation for and conduct of these examinations.

HoDs will:

- Respond timely and accurately (or ensure teaching staff respond) to requests from the EM on information gathering.
- Meet the internal deadline for the return of information.
- Inform the EM of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.
- Familiarise themselves and their staff with the annual exams plan of internal deadlines.

c) Access arrangements

Some students may be eligible for extra support such as a reader, a scribe or extra time. The SENCO, in liaison with teachers and Heads of department, is responsible for accurately

accurate assessing whether a student's additional needs require access arrangements for examinations.

The SENCo will:

- Assess affected candidates (or work with the appointed specialist assessor) to identify access arrangements requirements thereby ensuring that where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified specialist assessor as appointed by the head of centre.
- Gather evidence of need to support access arrangements.
- Liaise with teaching staff to gather evidence of normal way of working.
- Gather signed data protection notices from candidates where required.
- Apply for approval through access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO.
- Keep relevant evidence on file for JCQ inspection purposes.
- Liaise with the EM regarding exam time arrangements for access arrangement candidates.
- Ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s).
- Provide and annually review a centre policy on the use of word processors in exams and assessments.

Making special arrangements for candidates to take exams and invigilating and supporting access arrangements for candidates is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies and arranging rooming for access arrangement candidates is the responsibility of the Examinations Officer.

SLT, HoDs, teaching staff will support the SENCo in determining and implementing appropriate access arrangements

d) Internal assessment

The head of centre will ensure:

- An internal appeals procedure is in place for a candidate (or parent/carer) to appeal against an internal assessment decision.
- A policy for the management of controlled assessment is in place, identifying staff responsibilities and examining potential risks.
- Irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

SLT will ensure:

- Teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work.
- A process of internal moderation and standardisation is in place.

HoDs will ensure:

- Teaching staff delivering GCSE qualifications follow instructions for conducting controlled assessment <http://www.jcq.org.uk/exams-office/controlled-assessments/and-subject-specific-information> where provided by the awarding body.
- Teaching staff delivering GCE, Entry Level or Project Qualifications follow instructions for conducting coursework <http://www.jcq.org.uk/exams-office/coursework> and subject-specific information where provided by the awarding body.

- For other qualifications, teaching staff follow appropriate instructions issued by the awarding body.

Teaching staff will ensure:

- Appropriate instructions for conducting internal assessment are followed.
- Candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed.

There is a separate Controlled Assessment Policy in place.

e) Invigilation

The EM will:

- Provide an annual training event for new invigilators and an update event for invigilators in the conduct of exams.
- Ensure invigilators supervising access arrangement candidates understand their role (and the role of a role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s).
- Collect evaluation of training to inform future events.

II. Examination Entries

The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

It is imperative that Heads of Department communicate with the Examinations Officer in good time about all matters concerned with examination entries. Specification requirements are changing so frequently that everyone involved in the examination process needs to be kept informed. Heads of Department will have a more detailed knowledge of the requirements for their subject than anyone else. It is their responsibility to inform The Examinations Officer of any changes to the requirements of their subject.

a) Estimated entries

The EM will request estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.

HoDs will:

- Provide information requested by the EM to the internal deadline.
- Inform the EM immediately of any subsequent changes to information.

b) Final entries

The EO will:

- Request final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.
- Inform HoDs of subsequent deadlines for making changes to final entry information without charge.
- Confirm with HoDs final entry information that has been submitted to awarding bodies.
- Ensure as far as possible that entry processes minimise the risk of entries or registrations being missed and reduce the potential for late or other penalty fees being charged by awarding bodies.

HoDs will:

- Provide information requested by the EM to the internal deadline.

- Inform the EM immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EM and confirm information is correct.

c) Entries for private candidates

The Academy does not accept private candidates. However, an exception may be made for staff and ex-students. The final decision for accepting private candidates rests with the Principal.

d) Transfer of credit

The EM will:

- Provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications.
- Meet the awarding body deadline for requesting transfer of credit.

Teaching staff will:

- Identify affected candidates to the EM

The transfer of credit process will not apply to new linear GCE A-level specifications being introduced for first teaching in England from 1 September 2015 onwards.

e) Candidate statements of entry

The EM will provide candidates with statements of entry for checking.

Teaching staff will ensure candidates check statements of entry and return any relevant confirmation required to the EM.

Candidates (or parents/carers) will confirm entry information is correct or notify the EM of any discrepancies.

f) General

Entry dates vary with each level of entry. The internal process for examination entries is as follows:

- The EM will issue to HoDs at the appropriate time, a timetable showing the dates for the various stages.
- At the appropriate time, the EM will circulate a request for entries, which must be returned promptly.
- Entries for individual candidates will then be studied in order to identify trends, and analyse entries for individual students.
- Statements showing the recommended entries will be distributed to parents who will be able to query the recommendations. It is Academy policy that the final decision concerning entries rests with the Academy.
- After candidates have returned their statement of entries, the EM will provide a final list for HoDs to check GCSE entries before they are submitted to the Examination Boards.
- Amendments to Entries will be decided in consultation between candidates / parents / carers and HoDs as appropriate. The EM will make clear the deadline for amendments to entries when these are free or result in a refund.
- Avoidable late entries will be charged to departments.

- Decisions regarding withdrawals must be made in consultation between the Examinations Officer, Assistant Vice Principle responsible for student Development and Vice Principal responsible for the curriculum. The final decision regarding withdrawals rests with the Principal.

III. Pre-exams

a) Access arrangements

The SENCo will:

- Allocate centre staff to facilitate access arrangements for candidates in exams and assessments.
- Ensure candidates are informed of the access arrangements that are in place for their exams and assessments.

b) Briefing candidates

Before exams the EM will:

- Issue individual exam timetable information to candidates
- Issue relevant JCQ information for candidates
- Where relevant, issue awarding body information to candidates
- Issue centre exam information to candidates which will include information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - when results and certificates will be issued
 - the post-results services and how the centre will deal with candidates' access to scripts, enquiries about results and appeals to the awarding bodies.

c) Dispatch of exam scripts

The EM will identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service.

d) Estimated grades

HoDs will ensure teaching staff provide estimated grade information to the EO to the internal deadline (where this still may be required by the awarding body).

The EM will:

- Submit estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body).
- Keep a record to track what has been sent.

e) Internal assessment

HoDs will ensure:

- Teaching staff provide marks for internally assessed components of qualifications to the EM to the internal deadline.
- Teaching staff authenticate candidates' work as per awarding body requirements.
- Teaching staff provide required samples of work for moderation to the EM to the internal deadline.

The EM will:

- Submit marks and samples to awarding bodies/moderators to meet the external deadline.
- Keep a record to track what has been sent.

- Log moderated work returned to the centre.
- Teaching staff are aware of the guidelines in terms of retention and subsequent disposal of candidates' work.

Candidates will authenticate their work as required by the awarding body.

f) Invigilation

The EM will:

- Provide an invigilation handbook or brief invigilators accordingly.
- Deploy invigilators effectively to exam rooms throughout an exam series.
- Allocate invigilators to exam rooms as per the required ratios.
- Liaise with the SENCo regarding the facilitation and invigilation of access arrangement candidates.

The SENCo will liaise with the EM regarding facilitation and invigilation of access arrangement candidates.

Invigilators will provide information as requested on their availability to invigilate throughout an exam series.

g) JCQ inspection visit

The member of SLT responsible for examinations and the EM will be prepared "to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility."

h) Seating and identifying candidates in exam rooms

The EM will:

- Ensure a procedure is in place to verify candidate identity.
- Ensure that invigilators are aware of the procedure.
- Provide seating plans for exam rooms as per JCQ and awarding body requirements.

Invigilators will:

- Follow the procedure for verifying candidate identity provided by the EM.
- Seat candidates in exam rooms as instructed by the EM/in the seating plan.

i) Security of exam materials

The EM will:

- Have a process in place to record confidential materials delivered to the centre and issued to authorised staff.
- Have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.
- Receive, check and securely store question papers and other exam materials as per JCQ and awarding body requirements.

Reception staff will follow the process to record confidential materials delivered to the centre and issued to authorised staff.

Teaching staff will adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.

j) Timetabling and rooming

The EM will:

- Produce a master centre exam timetable for each exam series.
- Identify and resolve candidate exam clashes.

- Identify exam rooms and specialist equipment requirements.
- Allocate invigilators to exam rooms as per the required ratios.
- Liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements.
- Liaise with the SENCo regarding rooming of access arrangement candidates.

The SENCo will liaise with the EM regarding rooming of access arrangement candidates.

Site staff will liaise with the EM to ensure exam rooms are set up as per JCQ and awarding body requirements.

k) Transferred candidate arrangements

The EM will:

- Liaise with the host or entering centre, as required.
- Process requests to the awarding body deadline.
- Where relevant (for an internal candidate) inform the candidate of the arrangements that have been made for their transferred candidate arrangements.

l) Internal exams

The EM will:

- Prepare for the conduct of internal exams under external conditions.
- Provide a centre exam timetable of subjects and rooms.
- Provide seating plans for exam rooms.
- Request internal exam papers from teaching staff.
- Arrange invigilation.

The SENCo will liaise with teaching staff to make appropriate arrangements for access arrangement candidates.

Teaching staff will:

- Provide exam papers and materials to the EM.
- Support the SENCo in making appropriate arrangements for access arrangement candidates.

IV. Exam time

a) Access arrangements

The EM will:

- Provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements.
- Have a process in place to deal with emergency access arrangements as they arise at the time of exams.
 - Apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

b) Candidate absence

A member of the Senior Leadership Team is responsible for taking the register at the Academy's theatre prior to each examination. Any absence is then followed up, initially by:

- Checking if the candidate is in his/her timetabled lesson.
- Telephoning home to establish the whereabouts of the student.

Where a student is still at home, arrangements are made to collect the student from home so that he/she is brought to the Academy at the quickest possible time.

After all students are accounted for, one copy of the register with reasons for any absence clearly annotated is given to the SLT responsible for exams and one to the EM.

Invigilators will:

- Be informed of the policy/process for dealing with absent candidates through training.
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

Candidates will be re-charged relevant entry fees for unauthorised absence from exams.

c) Candidate behaviour

See Irregularities below.

d) Candidate belongings

See unauthorised materials below.

e) Candidate late arrival

The EM will:

- Ensure 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.
- Warn candidates that their work may not be accepted by the awarding body.

Invigilators will:

- Be 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.

f) Conducting exams

The head of centre will ensure venues used for conducting exams meet the requirements of JCQ and awarding bodies.

The EM will ensure exams are conducted as per JCQ and awarding body instructions.

g) Dispatch of exam scripts

The EM will:

- Dispatch scripts as instructed by JCQ and awarding bodies.
- Keep appropriate records to track dispatch.

h) Exam papers and materials

The EM will:

- Organise exam question papers and associated confidential resources in date order in secure storage.
- Attach erratum notices received to relevant exam question paper packets.
- Collate attendance registers and examiner details in date order.
- Regularly check mail or inbox for updates from awarding bodies.

i) Exam rooms

The head of centre will:

- Ensure only approved centre staff are present in exam rooms.
- Ensure that information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.

The EM will:

- Ensure exam rooms are set up as required in the regulations.
- Provide invigilators with appropriate resources to effectively conduct exams.
- Ensure sole invigilators have an appropriate means of summoning assistance.
- Ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- Provide authorised exam materials which candidates are not expected to provide themselves.
- Brief invigilators on exams to be conducted on a session by session basis.
- Ensure invigilators and candidates are aware of the emergency evacuation procedure.

Site staff will:

- Ensure exam rooms are available and set up as requested by the EM.
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms.
- Ensure fire alarm testing does not take place during exam sessions.

j) Food and drink in exam rooms

Food and drink is not allowed in the examination room at any time. However, candidates are allowed to bring still water in an examination room providing that all labels are removed from its container

k) Emergency evacuation procedure

Invigilators will conduct exams in every exam room as instructed in training/update events and briefing sessions.

Should the fire alarm go off during an examination, candidates will be asked to put their pens down and wait for instruction from the Examinations Officer and/or Fire Marshalls. Should students need to vacate the building:

- They will be guided to the allocated area for exam candidates (by the “hammer head”).
- Senior Leaders will endeavour to supervise the evacuation, supporting invigilators in maintaining order.
- Students will remain under exam conditions and close supervision throughout the evacuation.
- Candidates evacuating the sports hall must use the fire exits along the corridor and should not be directed towards the fire exits on the ground floor; this will avoid contact with other students not in exams.

Procedures will be carried out in accordance with JCQ guidelines and the Academy’s evacuation policy. A risk assessment is in place for all examinations.

Candidates will be required to remain in the exam room for the full duration of the exam.

l) Irregularities

The head of centre will ensure any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required.

SLT will:

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

The EM will:

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

Invigilators will 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 evacuation).

m) Malpractice

See Irregularities above.

n) Special consideration

The EM will:

- Process appropriate requests for special consideration to awarding bodies.
- Gather evidence which may need to be provided by other staff in centre or candidates.
- Submit to awarding bodies to the external deadline.

Candidates will provide appropriate evidence to support special consideration requests, where required.

o) Unauthorised materials

Unauthorised materials are not permitted inside an examination room. Students and their parents/carers are reminded of this when issued examination timetables and discouraged from bringing unauthorised materials to the Academy during examination season. Candidates are also reminded about unauthorised materials whilst gathered in the Academy's theatre before examinations.

Arrangements in place for storing unauthorised materials during examinations include:

- Providing envelopes for all electronic equipment; students place such equipment inside an envelope which is given to an administrator present for this purpose. All collected items are stored safely until the end of the day.
- Providing a room for leaving coats, books, bags, etc.

Spot checks occur before each exam; where students are found to have unauthorised material, sanctions apply. In some cases, the Academy may not return unauthorised materials to candidates until the end of the academic year.

Invigilators will be informed of the arrangements through training.

p) Internal exams

The EM will:

- Brief invigilators on conducting internal exams.
- Return candidate scripts to teaching staff for marking.

Invigilators will conduct internal exams as briefed by the EM.

V. Results and post-results

a) Internal assessment

HoDs will ensure:

- Teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies.

- Work is returned to candidates or disposed of according to the requirements.

b) Managing results day(s)

Vice Principal responsible for examinations will identify centre staff who will be involved in the main summer results day(s) and their role.

Site staff will ensure the centre is open and accessible to centre staff and candidates, as required.

c) Accessing results

The EM will:

- Inform candidates in advance of when and how results will be released to them.
- Access results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Resolve any missing or incomplete results with awarding bodies.
- Issue statements of results to candidates on publication of results.
- Provide summaries of results for relevant centre staff on publication of results.

d) Post-results services

The EM will:

- Provide information to candidates and staff on the services provided by awarding bodies and the fees charged.
- Publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Provide a process to record requests for services and collect candidate informed consent and fees where relevant.
- Liaise with SLT in charge of examinations regarding submitting requests to awarding bodies to meet the external deadline.
- Track requests to conclusion and inform candidates and relevant centre staff of outcomes.
- Update centre results information, where applicable.

The head of centre will ensure an internal appeals procedure is available where candidates disagree with the centre decision:

- Not to support an enquiry about results.
- Not to appeal against the outcome of an enquiry about results.

Teaching staff will:

- Meet internal deadlines to request the services and gain relevant candidate informed consent.
- Identify the budget to which fees should be charged.

Candidates will:

- Meet internal deadlines to request the services.
- Provide informed consent and fees, where relevant.

There is a separate document stating appeals procedures to candidates.

e) Analysis of results

Following the publication of results, the Vice Principal in charge of student achievement will:

- Provide analysis of results to appropriate centre staff
- Provide results information to external organisations where required.
- Undertake the Key Stage 4/16-18 performance tables checking exercise.

f) Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The process for issuing certificates to candidates is:

- All candidates are informed in writing about arrangements for collecting certificates.
- All candidates must check the accuracy of their certificates before signing for their collection.
- Certificates cannot be posted to candidates.
- Candidates may arrange for certificates to be collected on their behalf by providing the EM with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.
- Candidates who collect their certificates after one year from their issue date, they must bring photographic ID to verify their identity.

The EM will safely store unclaimed/uncollected certificates for 5 years; after this time, they may be appropriately disposed. The EM will write to candidates a month before disposing any certificates, giving them a final opportunity to collect their certificates; letters will be sent to the last known address in MIS.

g) Review

The EM will:

- Provide SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle.
- Collect and evaluate feedback from staff, candidates and invigilators to inform review.

SLT responsible for examinations will work with the EO to produce a plan to action any required improvements identified in the review.

h) Retention of records

The EM will:

- Keep records as required by JCQ and awarding bodies for the required period.
- Keep records as required by the centre's records management policy.
- Provide an exam archiving policy that identifies information held, retention period and method of disposal.

6. Responsibilities

a) Head of centre (Principal)

The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies. The head of centre may not appoint themselves as the examinations officer.

The head of centre will:

- be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations> (GR)
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> (ICE)
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

The head of centre will ensure:

- the National Centre Number Register (NCNR) annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to.
- 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.
- security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions.
- risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place.

b) Senior Leader Responsible for Assessment

The Senior Leader Responsible for Assessment will:

- be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations> (GR)
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> (ICE)
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>
- the exams manager (EM) 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
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EM
- Support and monitor the work of the Examinations manager as appropriate.

c) The Examinations Officer

The Examinations Manager (EM) 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.

The EM will:

- Be familiar with the contents of annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/malpractice>
 - <http://www.jcq.org.uk/exams-office/post-results-services>
- Be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensure key tasks are undertaken and key dates and deadlines met.
- Recruit, train and deploy a team of internal/external invigilators; appoint lead invigilators, as required.
- Be responsible for the administration of both internal and external examinations.
- Be responsible for liaison with the various examination boards.
- Be in charge of enforcement of examination regulations.
- Advise staff on annual exam timetables and application procedures as set by the various exam boards.

- Draw up the examination timetables for all examinations and is responsible for all communications to students concerning the arrangements.
- Ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that affect them.
- Manage any examinations clashes in consultation with the VP in charge of curriculum.
- Provide and confirm detailed data on estimated entries.
- Will discuss the invigilation timetable with the teacher responsible for cover in the academy.
- Liaise with Heads of Department:
 - to ascertain specific subject examination requirements for internal examinations and entries for external examinations.
 - to ensure that necessary internal assessment/coursework is completed on time and in accordance with JCQ guidelines.
 - about the despatch of coursework marks and coursework – all despatched work to moderators/examiners MUST have a receipt of postage.
- Receive, check and store securely all examination materials and completed scripts.
- Administer access arrangements and make applications for special consideration where appropriate.
- Liaise with senior colleagues to ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

d) Special educational needs co-ordinator (SENCo)

The SENCo will:

- Be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- Lead on the access arrangements and reasonable adjustments process.
- If not the qualified specialist assessor, will work with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process.
- Present, when requested by a JCQ inspector, evidence of the specialist assessor's qualification.
- Provide a list of those students eligible for assistance.
- Liaise with the examination officer, Heads of House and Heads of Department on related matters.

e) Heads of Department (HoDs)

Heads of Department will:

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EM and SENCo.
- Ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications.
- Ensure teaching staff attend relevant awarding body training and update events.
- Ensure all examination requests are passed on to the exams officer - this may include rooming, seating arrangements, student lists, equipment needs, organisation of papers.
- Ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Ensure the accurate completion of internal assessment/coursework mark sheets and declaration sheets.
- Is available in setting out the examination paper and to start off the exam.
- Ensure all relevant materials are in the room for the exam.

- Collect all materials (not scripts) at the end of the exam so as to leave the room clear for the next exam.
- Assist with organisation of students prior to entry into the examination.
- Be responsible for post-results procedures, such as requests for remarks, analysis of examination performance, etc.

f) Teaching staff

Teaching staff will:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EM and SENCo.
- Keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications.
- Attend relevant awarding body training and update events.
- Ensure that access arrangements are shared with students.
- Provide their HoD with all the information needed for the accurate and prompt completion of exam related forms, documents, mark sheets, etc.
- Ensure that they adhere to all practices as shared by the Examination Officer.

g) Invigilators

Invigilators will:

- Attend training, update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement.

h) Reception staff

Reception staff will support the EM in dealing with exam-related deliveries and dispatches with due regard to security at all times.

i) Site staff

Site staff will support the EM in relevant matters relating to exam rooms and resources.

j) Candidates

Where applicable in this policy, the term 'Candidates' refers to candidates and/or their parents/carers.

k) Academy Attendance Officer

The Academy Attendance officer will:

- Arrange for text messages to all candidates by 8 am on the day of their examination.
- Liaise with the SLT in charge for the internal/external examination to check attendance of candidates.
- Be available to telephone the student(s) concerned to check absence from the examination.

l) SLT & Senior Staff

SLT and senior staff will:

- Relay exam timetable to relevant students.
- Remind students of the 'Instructions to Candidates' procedure.
- Be available to organise student group prior to entry into the examination room ensuring an ordered and quiet entry.
- Keep the reception area clear to reduce distractions.
- Visit the examination room to support invigilators with behaviour issues should the need arise.
- Deal with any disruptive candidates in accordance with JCQ guidelines.

m) Heads of House

Heads of House will:

- Advice and guide both students and form tutors as appropriate.
- Monitor the work of form tutors in relation to examinations.

n) Form Tutors

Form tutors will:

- Ensure examinations timetable is available in your form class.
- Inform their tutor group about the 'Instructions to Candidates'.

7. Monitoring and Evaluation

This policy will be 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. This policy is subject to change at any point during the academic year to reflect nationwide changes to ensure that examinations at the Academy support students in achieving their personal best. The Academy will endeavour to share such changes with all affected as appropriate.

SLT in charge of examinations is responsible for the annual review and any required update of this policy.

The Governors' Curriculum Committee is responsible for the approval and sign-off of this policy.

This policy will be communicated to all relevant centre staff via the Academy's VLE.

Appendix 1: Conduct of Examinations

Internal/External Examinations Code of Practice

Instructions to Candidates - What You Must Do:

- Know the dates and times of your examinations.
- Find out in advance what equipment or materials you will need for each examination and bring it with you.
- You should always have with you pens, spare cartridges if necessary, sharp pencils, a rubber, a ruler and a calculator where necessary.
- Arrive 15 minutes before so that the examination may start on time.
- Proceed in silence into the designated exam area e.g. hall.
- Sit where you are told to, settle down quickly and wait quietly for the invigilator's instructions.
- Listen carefully to any instructions the invigilator may give you and make sure you carry them out.
- Tell the invigilator at once
 - if you think that you have not been given the right paper
 - if you do not have all the materials listed on the front of the paper.
 - if the question paper is incomplete or badly printed.
- Tell the invigilator at once if you think that your work may be affected by ill health or any other reason.
- Read carefully the instructions printed on the question paper and/or on the answer booklet. Answer all questions you are instructed to and stick to the wording of the questions.
- Fill in the details on the front of your answer papers before the start of the examination. If you are answering on separate sheets of paper make sure you head each sheet with your name, form, subject and teaching group.
- Do rough work on paper provided. Any rough work done on your final answer paper should have a line drawn through it before you hand it in.
- Put your hand up if
 - you feel ill;
 - you have a problem and are in doubt about what you should do;
 - you need more paper.
- Work silently and do your best.
- At the end of the examination check that you have headed all your answer papers and put them in the correct order.
- Wait silently for the invigilator to tell you to leave.
- Remember that you are under examination conditions until you leave the examination hall.
- Leave silently; there may still be exams going on in other rooms.

Instructions to candidates - What You Must Not Do:

- You must not take part in any unfair practice. Cheating will result in the immediate cancellation of your paper and withdrawal from the examination room.
- You must not talk or attempt to talk to, communicate with or disturb other candidates nor draw attention to yourself in any way once you are under examination conditions i.e. from the moment you enter the exam room to the moment you leave. Failure to comply will result in your disqualification from the examination and withdrawal from the examination room.
- You must not take to your seat any unauthorised materials or equipment e.g.:-
 - Calculators (except when specified)
 - Calculator cases

- Pencil cases – unless the pencil case is transparent
- Bags
- Erasing fluid e.g. 'Tippex'
- TV/personal stereos
- Mobile phones
- Dictionaries (except when specified)
- Any devices which emit light/sound/ information
- Food
- Drinks
- Books or written resource material (except where specified)
- You may not borrow anything from another candidate during the course of the examination.
- If you do need to leave the examination room through illness or a desperate need to go to the toilet you will have to be accompanied at all times by a member of staff.
- You are not allowed to leave the examination room until the official end of the examination. If you do finish early you must remain in silence in your seat and do nothing to distract those around you.

External examinations

- Whenever you come into Academy you must wear full Academy uniform. Failure to comply will result in being sent home to change. It is your responsibility to ensure that you arrive on time for all examinations, should you are send home to change.
- If you are ill on the day of an examination, inform the Academy as soon as possible. If you cannot attend the exam as a result of illness, you must obtain a doctor's note.
- If you are late for an examination you must report immediately to the senior invigilator in the examination hall. You may have to do your exam at a later date but in any case you will not be allowed any extra time.
- Arrive at least 15 minutes before the scheduled start of the examination.
- Assemble in the Academy's Theatre and wait for a member of staff to direct you to the examination venue.

Appendix 2: Invigilation

Instructions to Invigilators -

- Examinations will normally take place in the gyms and/or the library unless otherwise stated and in candidate order.
- Examinations will usually last no longer than a double period.
- Please refer to the invigilation timetable. It is the responsibility of each member of staff to know when he/she is required for invigilation and to arrive promptly at the examination room in order that the examination may start on time and in an orderly manner.
- The invigilator should write the examination start and finish times clearly on the board and notify students when there are 10 minutes left to the end.
- The invigilators should ensure that students are sitting apart, unable to see the answer papers of other candidates. Ensure all bags and jackets are left outside the room.
- The invigilator should read out and explain any instructions to the candidates.
- It is the job of the invigilator to familiarise him/herself with the 'Internal/External Examination Code of Practice -Instructions to Candidates' (posted in form rooms) to ensure that they are adhered to.
- Any infractions of the 'Instructions to Candidates' must be reported to a member of the SLT at the earliest opportunity.
- Invigilation must be active. Spread around the examination rooms and patrol regularly. Remain in the room for the duration of the invigilation. Conversations should be kept to a minimum. Drinking, eating or chewing whilst invigilating is not good practice. No other tasks should be undertaken while invigilating e.g. marking, working on lap tops.
- Should a student need to leave the room – check with the senior invigilator and accompany that student from the room.
- At the end of the examination the invigilator is responsible for collecting in all examination papers and returning them to the appropriate person. Candidates should be reminded that they remain under examination conditions until they have left the examination room and been dismissed in a quiet and orderly manner.

Suggested Wording for the Invigilators' Announcement at the Beginning of an Examination

"You are now subject to the regulations of the examination.

Only materials listed on the question paper may be permitted in the examination room. You may not have on or near you any other materials.

If you are found to have any material with you which is not allowed, even if you have no intention of referring to it, this will be reported to the awarding body. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.

Check now in your pockets that you do not have on you unauthorised material such as notes, books, paper, calculator case or lid, calculator instructions leaflet, electronic device or mobile telephone.

(For examinations with permitted books add, "Check that no notes or papers have accidentally been left inside any book, including annotations to the text, which you are permitted to have in the examination room.")

Hand in now to an invigilator any of the above items. Any mobile telephones must be turned off as a ringing telephone is an infringement of the Regulations.

Check that you have the right question paper for your subject, unit and level or tier.

You may turn your question paper over NOW.

Check that you have everything you need to complete the examination, including all the items listed on the question paper.

You must write only in blue or black ink or ball-point pen, except for drawings and rough notes.

Now, fill in all details on the front of your answer book or question paper.

All rough work must be written in your answer book and neatly crossed through with a single line. Any mistakes should also be crossed through neatly with a single line. Correcting fluid or correcting pens must not be used.

(For computer marked multiple-choice papers add "Rough work should be written on the question paper.")

You may not communicate in any way with another candidate. You may not give assistance to any candidate or ask for assistance from another candidate. You should put up your hand to attract the invigilators' attention.

This examination will finish at.....

Appendix 3: Results, certification, Enquiries About Results (EARs) and access to scripts (ATS)

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses (candidates to pay postage and provide suitable envelope, arrangements made prior to exams). Results are made available to the candidates on the dates published by the awarding bodies. The exams officer makes arrangements for the Academy to be open on results days. The provision of staff on results days is the responsibility of the exams officer.

The centre certifies at the end of year 12 for AS grades.

Certificates should be collected and signed for by the candidate. ID will be needed on collection. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Certificates are not withheld from candidates who owe fees. The centre retains certificates for five years.

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.

After the release of results, candidates may ask subject staff to request the return of papers within Board listed dates of the results. 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. 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.

The Examinations Officer and student should at all times keep the Head of House informed of concerns regarding any of the above.