



# **KING EDWARD VI SHELDON HEATH ACADEMY**

*Educational excellence for our City*

## **EXAMINATIONS POLICY**

See also: Behaviour  
Policy  
Controlled Assessment Policy  
Non-examination Assessment Policy  
Access Arrangements Policy  
Word Processor Policy  
BTEC Policy  
Special Consideration Policy

Head of Centre: Ms R Elcocks  
Examinations Manager: Ms J Jones  
SLT Responsible for Examinations – Mrs B Collister

This policy was adopted by the LGB /Curriculum Committee on 14.3.24. Next review due March 2025, or earlier if the need arises.

## **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 purpose of this policy is to ensure:

- The planning and management of exams is conducted efficiently and in the best interests of candidates.
- The operation of an efficient exams system with clear guidelines for all relevant staff.
- That all aspects of the centre exam process are documented thus minimising risk to examination administration and any adverse impact on students.
- That all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring the integrity and security of the examination/assessment system at all times.
- Exam candidates understand the exams process and what is expected of them.
- That 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.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

## **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, 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 10 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 regular teacher assessments during Key Stage 3.

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.

Entry deadlines are circulated to Heads of Department via email and statements of entry are circulated to students before entries are submitted. Students are entered for:

- GCSE examinations at the end of Year 11 as appropriate.
- AS examinations at the end of Year 12.
- A – Level examinations at the end of Year 13.
- BTEC examinations – at the available assessment opportunities published by the awarding bodies; this could be at various points during Years 10 and 11 for Level 2 courses and during Year 12 and Year 13 for Level 3 courses.

If parents wish to request a subject entry or 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 (Curriculum and Assessment), but the final decision rests with the Academy. Entry withdrawals will only be considered in exceptional circumstances.

It is important to note that the Academy maintains the right of all students, regardless of academic ability, to enter GCSE examinations. This includes students with SEND. 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.

The Academy does not act as an examination centre for other organisations.

#### **4. Charges**

Exam entry fees for all qualifications available at the Academy are paid by the centre. Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. The Examinations Manager will publish the deadline for actions well in advance for each examination series.

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.
- External candidates.

#### **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 Manager (EM).

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 are required 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.

The processes involved in the exam cycle and the roles and responsibilities of all relevant staff at each point in the cycle are in Appendix 1.

## 6. Responsibilities

### a) Head of centre (Principal)

The Head of Centre has overall responsibility for the the Academy as an exams centre and advises on appeals and remarks; he/she is responsible for reporting all suspected or actual incidents of malpractice; he/she 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: o<http://www.jcq.org.uk/exams-office/general-regulations> (GR) o<http://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations> (ICE)  
o <http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration>  
o <http://www.jcq.org.uk/exams-office/malpractice> and

thus the Head of Centre will ensure that:

- The National Centre Number Register (NCNR) annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to.
- 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.

- The security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions.
- Any 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:

- o <http://www.jcq.org.uk/exams-office/general-regulations> (GR) o
- o <http://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations> (ICE)
- o <http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration>
- o <http://www.jcq.org.uk/exams-office/malpractice> and

thus he/she will ensure that:

- 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.
- He/she supports and monitors the work of the EM as appropriate.

### **c) The Examinations Officer**

The Examinations Manager (EM) is the person appointed by the 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: o
- o <http://www.jcq.org.uk/exams-office/general-regulations> o
- o <http://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations>
- o <http://www.jcq.org.uk/exams-office/malpractice> o
- o <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, relevant deadlines 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.
- Identify and manage any examinations clashes.

- Provide and confirm detailed data on estimated entries.
- 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.
- Ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Track, dispatch and store returned coursework / controlled assessments.
- Receive, check and store securely all examination materials and completed scripts and will dispatch examination scripts as per guidelines.
- Maintain systems and processes to support the timely entry of candidates for their exams.
- Liaise with senior colleagues to ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.
- Administer access arrangements and make applications for special consideration where appropriate.
- Arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

#### **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:
  - o <http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration>
- Be responsible for the identification and testing of candidates' requirements for access arrangements and notifying the Examinations Manager in good time so that they are able to put in place exam day arrangements.
- 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.
- Work with the Examinations Manager to provide the access arrangements required by candidates in exams rooms.
- 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 EM, Heads of House and Heads of Department on related matters.

#### **e) Heads of Department (HoDs)**

Heads of Department will:

- Be responsible for guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- 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 all examination requests are passed on to the Examinations Manager - this may include rooming, seating arrangements, student lists, equipment needs, organisation of papers.

- Ensure accurate completion of entry and all other mark sheets, declaration sheets and adherence to deadlines as set by the Examinations Manager.
- Be available during the setting out the examination paper and at the start of an exam in their subject area.
- Liaise with the Examinations Manager to ensure all relevant materials are in the room for the 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 Head of Department 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 Manager.
- Ensure a calm environment in the vicinity of any examination venue.

#### **g) Invigilators**

Invigilators assist the Examinations Manager in the efficient running of exams according to JCQ regulations and thus they 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.
- Collect exam papers and other material from the exams office before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam and ensure their return to the exams office.

#### **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. Candidates are responsible for:

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

#### **k) Academy Attendance Officer** The

Academy Attendance officer will:

- Arrange for text messages to all candidates on the eve of their examination.
- Liaise with the SLT in charge for the internal/external examination to check attendance of candidates.
- Be available to telephone candidate(s) to check absence from the examination.
- Inform the Examinations Manager and SLT in charge of the examination of any candidates who may need special consideration.

#### **l) SLT & Senior Staff** SLT

and senior staff will:

- Relay exam timetable to candidates.
- Remind students of the 'Instructions to Candidates' procedure.
- Be available to organise candidates prior to entry into the examination room ensuring an ordered and quiet entry.
- Liaise with Attendance Officer to follow up and candidate absence.
- Visit the examination room to support invigilators with behaviour issues should the need arise.
- Deal with any disruptive candidates in accordance with JCQ guidelines.
- Ensure a calm environment in the vicinity of any examination venue.

#### **m) Heads of Year** Heads of

Year will:

- Advise and guide both students and form tutors as appropriate.
- Monitor the work of form tutors in relation to examinations.
- Liaise with Attendance Officer to follow up and candidate absence.
- Ensure a calm environment in the vicinity of any examination venue.

#### **n) Form Tutors** Form

tutors will:

- Ensure examinations timetable is available in their form class.
- Inform their tutor group about the 'Instructions to Candidates' and any changes to the school day to facilitate an examination.
- Ensure a calm environment in the vicinity of any examination venue.

## **7. Other Exam Related Matters**

### **a) Qualifications offered**

The qualifications offered at this centre are decided by the Heads of Department in consultation with the Assistant Vice Principal in charge of Exams. Currently, the Academy offers GCSEs, GCEs and Level 2 and Level 3 vocational qualifications. The subjects offered for these qualifications in any academic year may be found in the Academy's published prospectus for that year. If there is to be a change of specification for the next academic year, the Examinations Manager must be informed by June of the previous year or as soon as possible thereafter. Informing the Examinations Manager of changes to a specification is the responsibility of the relevant Head of Department.

### **b) Exam series**

Mock examinations and assessments are scheduled annually for all examination groups. External exams and assessments are scheduled in accordance with the JCQ published examination schedule. The Academy does not offer assessments on an on-demand basis.

### **c) Exam timetables**

Once confirmed, the Examinations Manager will circulate the exam timetables for internal and/or external exams at least a fortnight before each series begins.

### **d) Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCC.

### **e) Access arrangements**

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.

### **f) Contingency planning**

Contingency plans are available on the Academy's intranet and are in line with the guidance provided by Ofqual, JCC and awarding organisations.

### **g) Estimated grades**

Heads of Department are responsible for submitting estimated grades to the Examinations Manager when requested by the Examinations Manager.

### **h) Managing invigilators**

The Academy employs a large number of invigilators to ensure the smooth running of the examination cycle:

- Recruitment of invigilators is the responsibility of the Examinations Manager.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Manager.
- Invigilators' rates of pay are set by the Principal.
- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Manager.

### **i) Malpractice**

The Head of Centre in consultation with Examinations Manager and Assistant Vice Principal [Exams] is responsible for investigating suspected malpractice.

### **j) Exam days**

The Examinations Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Lead Invigilators will start and finish all exams in accordance with JCC guidelines.

The Head of Department will be present in the Academy's theatre to brief candidates before their subject's examination starts – this briefing will reinforce to candidates JCC examination regulations and will address any last-minute enquiries about the subject specific process. The Head of department will also address any enquiries regarding tier of entry. The Head of Department or any other subject teachers will not enter any examination venue prior or during an examination. Any staff entering an examination venue will be in accordance with the rules defined by JCC concerning who is allowed in the exam room and what they can do. In practical exams, subject teachers' availability will be in accordance with JCC guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCC's recommendations and no later than 36 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Senior members of centre staff have a very clear role when an examination is taking place. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit/component and tier of entry if appropriate;
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

When an examination is taking place, under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, (except in timed Art tests and timetabled CCEA and WJEC GCE A2 Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

### **k) Candidates**

The Examinations Manager will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the relevant Head of Year or Head of Department.

During the examination:

- The centre's published rules on acceptable dress and behaviour apply at all times.
- Whilst 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.

- 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 JCC guidelines. Candidates are not allowed to leave an examination venue before the end of the examination.

#### **l) Clash candidates**

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

#### **m) Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examinations Manager to that effect. The candidate must support any special consideration claim with appropriate evidence within Five (5) school days of the exam. The Examinations Manager will make a special consideration application to the relevant awarding body within ten (10) school days of the exam.

#### **n) Internal assessment**

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Manager will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The Examinations Manager will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

#### **o) Results**

Candidates will collect individual results slips on results days, in person at the Academy. Results can be collected on behalf of a candidate by another adult, provided they have written authority from the candidate to do so, and bring suitable photographic identification with them that confirms who they are.

Arrangements for the centre to be open on results days are made by the Assistant Vice Principal [Exams] in consultation with the Examinations Manager. The provision of the necessary staff on results days is the responsibility of the Examinations Manager.

#### **p) Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates. The Academy reserves the right to ask candidates to pay the cost of EARs.

All decisions on whether to make an application for an EAR will be made by the Assistant Vice Principal [Exams] in consultation with the relevant Head of Department. If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the EM following the JCC guidance. An EAR cannot be applied for once an original script has been returned through the Access to Scripts service.

#### **q) Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within five (5) number days of the results' release date. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates will be obtained.

Processing of requests for ATS will be the responsibility of the EM

#### **r) Certificates**

Candidates will collect their certificates in person at the centre at the published dates and times; photo-ID will be required to collect certificates. Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for five (5) years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

### **8. 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. The Academy will endeavour to share such changes with all affected as appropriate.

The Principal is responsible for the implementation of this policy. Assistant Vice Principal [Exams] is responsible for the annual review and required update of this policy.

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

## Appendix 1: The exam 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.

Heads of Department 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 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 Manager.

Senior Leaders, Heads of Department and 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.

Heads of Department 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 Manager 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 Manager 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.

Heads of Department 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 EM will:

- Request final entry information from Heads of Department in a timely manner to ensure awarding body external deadlines for submission can be met.
- Inform Heads of Department of subsequent deadlines for making changes to final entry information without charge.
- Confirm with Heads of Department 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.

Heads of Department 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:
  - o changes to candidate personal details
  - o amendments to existing entries
  - o 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 Heads of Department 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 Heads of Department 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 Heads of Department 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 Manager, Head of Year and Assistant Vice Principal [Exams]. 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:
  - o exam clashes oarriving late for an exam oabsence or illness during exams
  - owhat equipment is/is not provided by the centre owhen results and certificates will be issued
  - o 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**

Heads of Department will ensure teaching staff provide estimated grade information to the EM 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**

Heads of Department 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 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 Manager 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. The Academy accepts no responsibility for lost or damaged items.

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**

Heads of Department will ensure:

- Teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCO and awarding bodies.
- Work is returned to candidates or disposed of according to the requirements.

### **b) Managing results day(s)**

Assistant Vice Principal [Exams] 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 JCO 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.

