BURTON BOROUGH SCHOOL

Examinations Policy

Policy Reviewer	Lisa Richardson	**Date of Review**	September 2020

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The policy is next due for review on 1.10.2020

The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer[1]:

- manages the administration of internal exams and external exams, advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.

[1] This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary Non Exam Assessment (NEA)/coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the exams invigilators team including organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework /NEAs/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework /NEAs/ controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework /NEAs/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework/NEAs and controlled assessments as required by the head of department and/or exams officer.

The **special educational needs coordinator (SENCo)/specialist teacher** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

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

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre.

The types of qualifications offered are GCSEs, BTEC qualifications, Functional Skills, Cambridge Nationals and Entry Level Certificates.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year.

Informing the exams office of changes to a specification is the responsibility of the Heads of Departments.

Decisions on whether a candidate should be entered for a particular subject will be taken by teachers in consultation with the Heads of Departments.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in December for Current Year 11 students and late June/Early July for Year 10 students.

External exams and assessments are scheduled in May/June.

Internal exams are held under external exam conditions.

The Heads of Departments *decides* which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the teachers and exam officer.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at least one month before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with the subject teacher.

The centre accepts entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Head of Department.

Functional skills re-sits/retakes are allowed

Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

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

GCSE entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are sought from candidates:

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

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 that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENCo/specialist teacher 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.

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

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of SENCo.

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

Rooming for access arrangement candidates will be arranged by the Exam Officer.

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

Contingency planning

Contingency planning for exams administration is the responsibility of the Exam Officer.

Contingency plans are available via email, noticeboard and briefing meetings, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private candidates

Managing any private candidates is the responsibility of the Exam Officer.

Estimated grades

Heads of Departments are responsible for submitting estimated grades to the data officer when requested by the data officer.

Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams

Recruitment of invigilators is the responsibility of the Exam Officer.

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

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

Invigilators rates of pay are set by the Local Authority.

Invigilators are recruited, timetabled, trained, and briefed by the Exam Officer.

Malpractice

The head of centre in consultation with the exam officer is responsible for investigating suspected malpractice.

Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilators.

Site staff are responsible for setting up the allocated rooms, and will be advised of requirements 2 weeks in advance.

The lead invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it.

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

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Deputy Head.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text, internet or digital facilities. Any precluded items must not be on a candidate's person whilst in an exam room. No personal items may be stored under the exam desks.

Candidates are also requested to remove any watches from their wrists and place them in their bags for the duration of the exam.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exam Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exam Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exam Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision in line with JCQ guidelines.

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 Exam Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 10 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body by the end of the current exam season.

Internal assessment

All students must be given their internal mark before it is submitted to the Awarding Body. Any conflict or appeal raised by a student then procedures are in place (see the appeals policy).

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

Marks for all internally assessed work are provided to the exams office by the Heads of Department. The exams officer 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.

Results

Candidates will receive individual result slips on results days,

- in person at the centre
- by post to their home address - candidates to provide self-addressed envelope
- if a candidate is unable to attend the results day but would like their results collected by another person on their behalf, the candidate must give written (email accepted) permission and the authorised person must bring photographic identification on the day.

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

Arrangements for the centre to be open on results days are made by the Exam Officer.

The provision of the necessary staff on results days is the responsibility of the Exam Officer.

Enquiries About Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre if the centre requests the enquiry or the candidate if the candidate makes the request.

All decisions on whether to make an application for an EAR will be made by Heads 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 Exam Officer, following the JCQ guidance.

Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 2 weeks of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Review of marking cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of Exam Officer.

Certificates

Candidates will receive their certificates

- in person at the centre, signed for at the presentation evening
- be collected and signed for after the presentation evening.

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 a maximum of 5 years before confidential disposal in line with JCQ requirements.