

Honiton Community College Academy Trust



This policy was adopted by the Governing Body of
Honiton Community College Academy Trust
on 20th October 2021
and will be reviewed annually.

**EXAM
POLICY**

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The Exam Policy

The Policy Purpose

The purpose of this exam policy is:

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

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

The exam policy will be reviewed yearly.

The exam policy will be reviewed by the Senior Leadership Team and Exams Manager.

Exam responsibilities

Exams Manager - manages the administration of public and internal exams:

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary internal assessment is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ publications *Access arrangements, reasonable adjustments and special consideration 21-22*.
- Identifies and manages exam timetable clashes.

- Accounts for income and expenditures relating to all exam costs/charges.
- Manages and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' internal assessment marks, tracks despatch and stores returned internal assessment work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Heads of Department are responsible for:

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

- Involvement in post-results procedures.
- Accurate completion of internal assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines set by the Exams Manager.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' entries, estimated grades and internal assessment marks to Heads of Department.

SENCO is responsible for:

- Administration of access arrangements
- Provision of staff to administer access arrangement

Invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding internal assessment regulations and signing a declaration that authenticates the work as their own.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications offered are GCE, GCSE, Cambridge Nationals/ Technicals and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Manager must be informed by 1st June.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of Subject and Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates and subject teachers.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December, January, May and June.

External exams and assessments are scheduled in November (English/ Maths re-sit only – depending on exam board availability) and May/ June.

All internal exams are held under external exam conditions.

The Head of Subject and Head of Department decide which exam series are used in the Centre.

Timetable

Once confirmed, the Exams Manager will circulate the exam timetable for Internal exams and External exams.

Entries, entry details and late entries

Entries, entry details and late entries

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

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

The Centre accepts external entries from former candidates only.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via Email.

Late entries are authorised by the Senior Leadership Team.

GCSE retakes – candidates are allowed a maximum of 2 attempts for each unit for modular GCSEs during Key Stage 4.

Candidates are allowed as many retakes as is permissible in the specification for AS and A2 subjects.

Retake decisions will be made in consultation with candidates, subject teachers and Heads of Department.

Exam fees

Exam fees

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

GCSE initial registration and entry exam fees are paid by the Centre.

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

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

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary internal assessment requirements without medical evidence or evidence of other mitigating circumstances.

Retake fees for GCSEs during Year 11 are paid by the Centre.

Retake fees for GCSEs during Years 12 and 13 are paid by the Centre for the first attempt. Any subsequent attempts are paid by the student.

Retake fees for first and any subsequent attempts at both AS and A2 are paid by the student.

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'

To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

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

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Exams Manager.

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

Rooming for access arrangement candidates will be arranged by the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Manager.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team. However, in the event of the Exam Officers absence.

SLT will ensure that papers remain securely stored in filing cabinets within the store cupboard and no more than 30 minutes before the start of the exam take the relevant papers are to taken to the exams office. Sealed papers are then checked with the invigilator for correct date and time. The invigilator then takes the papers, registers, seating plan, cards etc to the allocated location. In the case of small separate rooms for scribes/ readers where an exam paper pack would need splitting, this MUST be done in the secure location of the exams office. Once at the allocated location, papers are distributed to desks as per the plan. Papers must NEVER be left unattended.

SLT are always present in the main examination room for the start of the exam. They are responsible for ensuring all JCQ requirements are met.

Private candidates

Managing private candidates is the responsibility of the Exams Manager.

Managing invigilators

Managing invigilators

External staff are used for an invigilation resource.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Exams Manager.

Securing the necessary Enhanced Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators rates of pay are set by the Centre administration.

Malpractice

The Exams Manager and/or member of the Senior Leadership Team is responsible for investigating suspected malpractice.

Exam days

The Exams 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.

Site management is responsible for setting up the allocated rooms.

A member of the Senior Leadership Team will start all large exams in accordance with JCQ guidelines. All other exams will be started by the Exams Manager or Invigilator.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Manager or invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Manager is responsible for handling late or absent candidates on exam day or subsequently. Parents and Carers are responsible for candidates who are late for their exams or who do not turn up at all.

Clash candidates

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

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Manager, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exams Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

Candidates who have to prepare internal assessment portfolios should do so by the centre-defined date.

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

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers, Heads of Subject and Heads of Department.

Appeals against internal assessments

Appeals against internal assessments must be made within 5 days of students receiving their mark.

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results

Candidates will receive individual provisional statement of result slips on result days in person at the Centre. Results will not be released to another person without the candidate's written permission.

Uncollected results will be posted to candidates on results day.

Arrangements for the Centre to be open on results days are made by the Examinations Officer. The provision of staff on results days is the responsibility of the Senior Leadership Team.

Review of Marking (ROM)

Enquires about results may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any ROM is requested.

All requests for reviews of marking can only be made through the Examinations Office and must be received by the Examinations Officer in school no later than 21 days after the publication of GCSE results to allow time for processing the request. The exception is Priority Service 2 requests (only available if GCE A level candidate's place in higher education is dependent on the outcome) for which the deadline is 6 days after the publication of GCE results.

No request will be actioned without a fully completed Candidate Consent Form signed by the candidate (or with the candidate's email consent attached). Consent forms/emails must be retained by the Centre for at least 6 months following the outcome of an enquiry or any subsequent appeal.

No request will be actioned until appropriate payment has been agreed and received.

Candidates are advised to discuss their result with the appropriate Head of Subject or Head of Post 16 before deciding on whether to proceed with an enquiry.

Reviews of Marking can be instigated by:

1. Reviews of marking may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any review of marking is requested.
2. Senior Leadership/Head of Department may encourage a candidate to request a review of marking. In this case, the school will fund the enquiry but the candidate's written consent is still required.
3. When the centre does not support a candidate's or parent's request for a review of marking 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.

Reviews of Marking Policy & Procedure

If the outcome of a review of marking is a change of grade, which negates the fee, the Examinations Officer will arrange for the appropriate fee to be refunded.

The school will inform the candidate as soon as possible about the outcome of a review of marking.

Candidates must be aware that the outcome of an enquiry is final and where there has been a downgrade the request will not be revoked and the original higher grade will not be reinstated.

A review can only be made by the school on a student's behalf. Awarding bodies can only enter into discussions with the school.

An appeal to an awarding body following the outcome of Review of Marking

The appeals process is available to Centres or candidates who remain dissatisfied after receiving the outcome of a review of marking. Full details of the awarding bodies' appeals processes are provided in the publication "A guide to the awarding bodies' appeals processes" which is available on the JCQ website <http://www.jcq.org.uk/examinations-office/appeals>.

An appeal can only be made on the basis that the awarding body has not followed due procedures.

The appeal must be made only by the Head of Centre on behalf of the candidate or a group of candidates. Appeals do not generally involve further reviews of marking candidates' work.

Where an original hard copy script has been returned to a Centre as part of a review of marking, its' security is compromised and it cannot be subject to an appeal.

Appeals must be submitted to the relevant awarding body within 14 calendar days of the notification of the outcome of the enquiry.

Appeals must be made in writing and clearly state the grounds for appeal.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

An appeal against a moderation decision cannot be made on behalf of an individual candidate.

ATS (Access to Scripts)

A 'script' refers to the written work of a candidate which has resulted from an externally assessed component. Arrangements for Access to Scripts do not apply to internally assessed components, orals or audio/video tapes.

Conditions of Access to Scripts (ATS) service

Where teaching staff intend to use scripts for teaching and learning purposes or as examples for other students, prior written (or emailed) permission must be obtained from the candidates concerned. This permission must be sought only after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use. The Centre's policy is that teachers using scripts for teaching and learning purposes must ensure that anything that can identify the candidate is removed before use.

A candidate has the right to instruct their Centre not to request their scripts. Scripts must only be seen by teachers who are members of staff at that Centre or returned directly to candidates. Centres must store scripts securely. Where teachers have used scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner. In such cases, script disposal must not take place before the end of the Review of Marking period, at the end of November each year.

Original hard copy scripts (where provided)

The originals of scripts that are or have been the subject of any malpractice investigation can be withheld by an awarding body. In these circumstances, a photocopy of the scripts may be requested.

Once an awarding body has returned an original hard copy script to a Centre or a private candidate, its security is compromised and it can no longer be subject to an enquiry about results.

Staff and candidates must be aware that original hard copy scripts must not be written on or otherwise tampered with ahead of the earliest date for disposal – which is at the end of the review period towards the end of November each year. Candidates who have tampered with scripts, which may need to be

retrieved for return to the awarding body earlier than this date, are liable to be penalised in accordance with the established JCQ policies and procedures relating to candidate malpractice.

Certificates

Certificates are presented in person and signed for. They may be posted (recorded delivery) if the candidate requests and pays for this service before they leave.

Certificates cannot be collected on behalf of a candidate by third parties unless they have been given written authorisation by the candidate to do so.

The Centre retains certificates for one year and then follows JCQ regulations for their disposal.

Head of Centre

Exams officer

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Date

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The policy is next due for review in **October 2022**

Policy change.

Date	Change	Person
20/9/21	Results contents updated a per JCQ General Regulations for Approved Centres 2021-22	S Sayers