

# Examinations Policy

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Principal R Denial

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1. **The Exam Policy**
2. **Qualifications offered**
3. **Entries, entry details and late entries**
4. **Exam fees**
5. **Disability Discrimination Act and Access**
6. **Arrangements**
7. **Managing invigilators**
8. **Exam Days**
9. **Candidates and Clash Candidates**
10. **Special Consideration and Reasonable Adjustment**
11. **Internal assessments and appeals**
12. **Malpractice /**
13. **Results, Enquiries about Results (EARS) and Access to Scripts (ATS)**
14. **Certificates**

## **THE EXAM POLICY**

### **Overview**

Public examinations are the end-result of secondary school for most students. In addition, other internally set and marked examinations take place in order to check student progress and prepare for public examinations.

At Burnham Park Academy, we aim to help students do as well as they can in exams, thus ensuring they can progress to the next stage of education or employment.

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 every two years by the Senior Leadership Team and the Exams Officer and presented to the Governors. This policy should be read in

conjunction with the

“Controlled Assessment Policy”

“ Policy for Appeals against Internal assessment of work for external Qualifications”

“Coursework Protocol”

## **EXAM RESPONSIBILITIES BY ROLE**

### **Principal**

Has overall responsibility for the school as an examination centre.

### **Leadership Team**

Accountable for the running of public exams in accordance with the JCQ publication “*Instructions for conducting examinations*”.

Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved.

Create and maintain the internal timetable for coursework deadlines.

Responsible for investigating suspected malpractice.

### **Exams Officer**

Manages the administration of public and internal mock exams and in doing so:

Advises the Leadership Team, Heads of Department, Subject Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.

Produces and distributes to LT, staff and candidates details of exam timetables.

Sets internal deadlines in order to meet examining body deadlines and communicates regularly with staff concerning these dates.

Maintains systems and processes to support the timely entry of candidates for their exams.

Makes entries for exams both for unit entries and ‘cash-in’ codes as requested by departments and students for resits prior to the deadlines set by the exam boards.

Provides Heads of Departments with details of students entered for exams for checking.

Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.

Provides and confirms detailed data on estimated entries.

Receives, checks and stores securely all exam papers and completed scripts.  
Despatches completed scripts in accordance with JCQ regulations.

Identifies and manages exam timetable clashes.

Accounts for income and expenditures relating to all exam costs/charges.

Recruits, trains and monitors the invigilation team responsible for the conduct of exams.

Submits candidates' coursework marks, tracks despatch and stores returned coursework 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 LT, any appeals/re-mark requests.

Ensures that exam rooms are set up in accordance with JCQ requirements.

Asks the special educational needs coordinator (SENCO) for the appropriate documentation required to manage access arrangements.

Ensures that access arrangements have been applied for following the guidelines in "*Access arrangements, Reasonable Adjustments and Special Consideration*".

Liaises with the SENCO to ensure that access requirements are met.

Liaises with the person who organises cover to plan and publish any room changes.

### **Heads of Department**

Decide on the awarding body and specification for a particular qualification. Stays abreast of any changes made by the awarding body.

For GCSE's ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirement in accordance with the awarding body specification.

Using the internal deadlines created by LT, Heads of Department must set their own departmental deadlines which are made available to students and parents at the beginning of the year.

Supply to the exams office details of all registrations and entries including unit codes and 'cash-in' codes where appropriate prior to the internally set deadlines.

Advise the exams office of any change to the syllabus being offered, whether or not a

different exam board is being used.

Provide the Exams Officer with details of predicted entries at the start of each academic year as required by the exam boards.

Liaise with the Exams Officer to arrange practical assessments and mock exams.

## **Teachers**

Notify the SENCO of any concerns which might lead to access arrangements being required as soon as possible after the start of the course.

Maintain a proper balance between controlled assessment delivery and teaching for written/oral/practical examinations.

Must stick rigidly to the internal school deadlines, allowing late submissions only in exceptional circumstances (e.g. medical emergencies) and in consultation with their Heads of Department. Teachers who refuse to accept work after the deadline will have the full support of their Heads of Department, Line Manager, the Leadership Team and the Governors.

Provide the exams office with details of entries and forecast grades as requested by the Exams Officer and Head of Department.

## **Special Needs Coordinator (SENCO) and Special Needs Department**

Identify and test candidates' requirements for access arrangements in advance of the exam season.

Ensure that the Exams Officer has all the relevant documentation well before the entry deadline for each exam series to allow time to apply for the necessary access arrangements.

Ensure that the required access arrangements follow the guidelines in "*Access Arrangements, Reasonable Adjustments and Special Consideration*" with regard to entitlement, accommodation and supervision.

Provide additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Liaise with the Exams Officer to ensure that arrangements are in place to meet students' requirements during exams/assessments.

Work with teaching staff to ensure requirements for support staff are met.

Provide additional support to pupils who have been subject to a recent injury.

## Lead Invigilator

Back up for Exams Officer.

Sets out the exam room as necessary for the specific exam.

Removes JCQ and other notices at the end of the exam period.

Collects exam papers and other material from the exams office before the start of the exam.

## Invigilators

Runs exam rooms in accordance with JCQ publication "*Instructions for conducting examinations*".

Notifies the Exams Officer immediately of any irregularities during the exam.

Collects of all exam papers in the correct order at the end of the exam and their return to the exams office.

## Students

Check and understand entries.

Must arrive at the correct exam room 10 minutes in advance of the exam start time.

Are responsible for providing the correct equipment.

Must understand and follow the rules determined by JCQ.

These are given to students in paper form during October in each of years 10, 11, 12 and 13

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Students found to have cheated – whether through plagiarism or other means – will be reported to the Examination Board and withdrawn from the examination

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A student who does not submit the required tasks may be withdrawn from the examination depending upon the available marks in the written/practical papers.

A student who deliberately misses the deadlines for tasks in order to withdraw himself or herself from the examination will be charged for the examination entry.

Ensure that any requests for re-sits/enquiries about results/return of scripts is made ahead of the internal deadlines set by the exams office and with the correct payment.

## **Parents**

The school recognises the important role that parents have to play in helping their sons and daughters through such a difficult and demanding period of their school careers.

Familiarise themselves with the various deadlines and encourage their children to plan and prepare in good time.

Recognise the difficulties caused – both to the school and to their children – by taking their sons/daughters out of school during examination periods and plan accordingly

Understand that assessments and practical examinations are taken throughout the school year and as such taking students out of school at any time can cause difficulties.

Responsible for informing the exams officer in advance of the exam of any accident/illness which prevents their son/daughter from attending an exam. A Doctors note/note from parents will be required stating the circumstances.

## **QUALIFICATIONS OFFERED**

The qualifications offered at this centre are decided by the Heads of Department and the Leadership Team.

The main qualifications offered are GCE and GCSE. 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 office must be informed by 15 September annually.

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

Written external exams are scheduled in November and in May /June. Coursework, controlled assessments and practical examinations take place throughout the school year.

Functional Skills exams may take place more frequently as determined by individual exam boards.

The mock GCSE's are held in November/December under external exam conditions.

## **ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

Candidates are selected for their exam entries by the Head of Sixth Form, Heads of Department and Subject Teachers. It is expected that students on a course will be entered for the qualification for which they are studying at the appropriate level.

If candidates or parents/carers wish to request a subject entry or change of level they must first talk to the subject teachers and get approval from Head of Year, Deputy Head and Line Manager.

Withdrawal from the exam is not normally permitted.

The centre does not act as an exam centre for external candidates.

It is the responsibility of the Exams Officer to set suitable internal entry deadlines. These deadlines are circulated to all staff via the Calendar, Staff Bulletin and by Staff meetings.

It is the responsibility of all staff to adhere to these deadlines.

Late entries must be authorised by Heads of Department.

GCSE, AS and A2 retakes are all allowed, subject to syllabus restrictions. Any retake decisions will be made in consultation with Candidates, Head of Sixth Form, Heads of Department and Exams Officer as appropriate.

## **EXAM FEES**

GCSE, AS and A2 exam fees are paid by the Centre.

Registration fees for BTEC courses are also paid for 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.

Late entries, very late entries or amendment fees are marked against the respective departments.

Any candidate who withdraws after the appropriate deadline, does not meet the necessary coursework requirements or fails to sit an exam without medical evidence or evidence of other mitigating circumstances will be liable to be charged a fee.

All re-sit fees are paid by the candidates prior to entry with the exception of students retaking GCSE English, English Language or Maths who are also taking courses in the Sixth form.

## **DISABILITY DISCRIMINATION ACT AND ACCESS ARRANGEMENTS**

### **Disability Discrimination Act**

All exam centre staff must ensure that they 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.

Access to some parts of the Academy site are difficult for people with limited mobility. However, the centre will aim to meet the requirements of the DDA by holding exams in accessible parts of the site.

### Access Arrangements

In consultation with Heads of Year and subject teachers the SENCo will undertake the required testing to determine students' access requirements. These requirements can also be determined by a Doctor or Educational Psychologist/Specialist Teacher.

The SENCO will ensure that a copy of all relevant information is passed to the Exams Officer in order that access arrangements can be applied for following the guidelines in "*Access arrangements, Reasonable Adjustments and Special Consideration*" which is the responsibility of the Exams Officer.

The SENCO will provide the exams officer with the room requirements of the special needs candidates during exams.

The Exams Officer will use this information when allocating exam rooms.

The SENCO will also arrange for appropriate Teaching Assistants to be available to invigilate and support candidates during exams and will notify the relevant students of the rooms they will be using.

## **MANAGING INVIGILATORS**

External invigilators will be used for External exams, GCSE mock exams and other internal exams at the discretion of the Exams Officer if deemed appropriate.

It is the responsibility of the Exams Officer to manage invigilators in the following way:

Determine the number of invigilators required as part of the 'bank of invigilators'

Recruit new invigilators where necessary. Note: securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration. CRB fees are paid by the Centre.

Provide training for new invigilators and refresher training on an annual basis thereafter. This training should be held in September of each year in order to comply with CRB requirements.

Book the correct number of invigilators for each exam, and brief them of any special circumstances for the exams.

Invigilators rates of pay are set by the Leadership Team.

## **EXAM DAYS**

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

Site staff are responsible for setting up the allocated rooms if exam desks are required.

A lead invigilator will be nominated where there is more than one invigilator present in an exam room and will start all exams 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 the day after the exam, usually the following day.

In practical exams, subject teachers may be on hand in case of any technical difficulties, but may not give advice during the actual exam time.

The exams officer is responsible for the production of contingency plans e.g. staff absences, school closure, fire alarm, vomiting and other forms of severe disruption during an exam.

## **CANDIDATES AND CLASH CANDIDATES**

### **Candidates**

Candidates are responsible for checking their statement of entry and arriving before the start of each exam.

Candidates must wear school uniform for exams. Sixth form students should follow the sixth form dress code.

They must follow JCQ guidelines at all times as detailed in the Students section of Exam Responsibilities above.

Candidates' personal belongings including mobile phones and other electronic devices 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 Officer.

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.

Candidates who arrive late must report to the exams office and not to the exam room. It is at the discretion of the centre whether they are allowed to sit the exam, but if they do, they should be given the full time for the exam.

Candidates who arrive more than one hour after the start time of an exam lasting one hour or more, or 30 minutes after the start time for an exam lasting less than one hour may be allowed to sit the exam but is unlikely to have their work accepted by the awarding body. In all cases the Exams Officer will record the reason why the

candidate was late.

## **Clash Candidates**

The Exams Officer is responsible for identifying clash candidates.

The Exams Officer is responsible for ensuring appropriate supervision when in school.

For overnight supervision, ensure that the student is supervised by a responsible adult and that JCQ regulations are followed.

## **SPECIAL CONSIDERATION AND REASONABLE ADJUSTMENT**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam, it is the candidate's responsibility to immediately alert the centre, the exams officer 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 or candidate's parent if this letter is not available. The candidate must also complete a Data Protection Notice in order that the information can be processed electronically.

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

For internally assessed qualifications reasonable adjustment will still be made in line with awarding body's current policies.

Details of reasonable adjustments will be recorded and held on file in the exams office.

No reasonable adjustment will be made which would affect the reliability or validity of assessment outcomes or give the learner an assessment advantage over other learners.

## **INTERNAL ASSESSMENTS AND APPEALS**

Please refer to:

Coursework and Controlled Assessment Policy  
Coursework and Controlled Assessment Appeals

## **MALPRACTICE**

"Malpractice is a term used to describe all forms of irregularity or breaches of the regulations in examinations and assessments; for example, plagiarism in coursework, the introduction of unauthorised material into the examination room,

maladministration, etc.”

Any suspected case of learner or staff malpractice will be handled in accordance with current JCQ guidance.

Please refer to the JCQ document entitled “General and Vocational Qualifications. Suspected Malpractice in Examinations and Assessments. Policies and Procedures”.

For guidance regarding how to appeal against malpractice please refer to JCQ document entitled “Guide to the Awarding Bodies’ Appeals Processes”.

## **RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)**

### **Summer Results**

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Leadership Team.

The provision of staff on results days is the responsibility of the Leadership Team.

Results can only be given to candidates themselves. Any request for results to be given to another person (family or friend) must be made as a written request.

Results will not be given out over the telephone.

### **Enquiries about Results (EARs)**

There are several different levels of ‘Enquiries about Results’ as follows:

**Service 1 - Clerical Recheck.** This is only available following the summer exam season and involves the clerical procedures being checked. It does not involve a remark or the script.

**Priority Service 2 – Post Results review of Marking.** This involves a re-mark of the original script and is only available for GCE’s sat in the summer where the place at University depends upon the result. The target for completion is 18 calendar days from the request being submitted.

**Service 2 – Post Results review of Marking.** Again this involves a re-mark but is not treated as a priority. A copy of the reviewed script can be purchased at the same time. The target for completion is 30 calendar days from the request being submitted.

In all of the above cases the candidate must sign a consent form to acknowledge that the grade could go down as well as up.

EARs may be requested by candidates who must discuss their request with either the Head of Department or Head of Sixth Form first.

If the school wishes to query results for a group of students, the approval of all the members of the group must be obtained first in writing.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense. When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

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

There are two different services available:

### **Priority Service – photocopied script**

This is only available for AS and A2 results and is not available where a priority 2 service above is being requested. It should be used in order to decide whether or not to apply for a remark.

### **Requesting original scripts**

Scripts are not available to be returned where they are subject to an enquiry about results.

Where the script is to be used for teaching then the candidate must sign a form giving permission.

GCSE re-marks cannot be applied for once a script has been returned.

## **CERTIFICATES**

Certificates cannot be replaced by the school and therefore must be collected in person and signed for.

Certificates can only be collected by another party following written authorisation from the candidate.

Should students misplace their certificates they will be advised to contact the relevant exam boards for replacements at their expense.

The centre retains uncollected certificates.

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