



Irlam and Cadishead College

Examination Policy 2017/18

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Policy Overview

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 2 Years.

The exams policy will be reviewed and updated by Tracey Welsh, *Examinations Officer* and submitted to the Governing body for approval.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

Exam responsibilities

Head of Centre:

Has overall responsibility for the school/college as an exams centre.

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the Examinations Officer (EO) 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
- Ensures “that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;” [ICE 6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

- Advises on appeals and re-marks
- Is responsible for reporting all suspected or actual incidents of malpractice - referring to the JCQ document "Suspected malpractice in examinations and assessments (SMEA)".
- Ensures required exam contingency procedures are in place – [ICC Exam contingency plan](#)
- Ensures required internal appeals procedures are in place – [ICC Internal appeals procedures](#)
- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place – [ICC Disability policy \(Exams\)](#)
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments – [ICC Access arrangements policy.](#)

Examinations Officer:

Is responsible for managing the administration of Public and Internal examinations.

- 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.
- 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.
- Consults with teaching staff that the necessary 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 publication a *guide to the special consideration process*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages exam invigilators, organising recruitment, training, and monitoring of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatches 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 SLT, any post results service requests.

SEND Coordinator (SENDCO):

Is responsible for:

- Identification and testing of candidates' requirements for access arrangements.
- Providing notification and required information to allow the Exams & Data Manager to apply for Access Arrangements.
- Process any necessary applications in order to gain approval (if required).

- Working with the Exams & Data Manager to provide the access arrangements required by candidates in exams rooms.
- Provision of 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.

Curriculum Leaders:

Are responsible for:

- Informing the Examinations Officer of the specification for the subject(s) under their responsibility.
- 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 Examinations Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.

Teachers:

Are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or Examinations Officer.

Invigilators:

Are responsible for:

- Assisting the Examinations 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:

- Checking their own 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.

Qualifications offered

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

The types of qualifications that maybe offered are GCSE, BTEC, OCR, Cambridge Nationals and other vocational qualifications.

Informing the exams office of changes to a specification is the responsibility of the Curriculum Leader and must be done in a timely manner.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents / Carers, SENDco, Subject Teachers, Curriculum Leader and the Senior Leadership Team.

Exam series

Internal Pre Public Examinations and assessments are scheduled throughout the year.

External exams and assessments are scheduled as per Awarding body arrangements and can be in November, January, March and June.

Internal exams are held under external exam conditions for all year groups.

The Senior Leadership Team 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 Curriculum Leader, Senior Leadership team and the Examinations Officer.

Exam timetables

Once confirmed, the Examinations Officer will circulate the exam timetables for internal and external exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Curriculum Leader in discussion with the Senior Leader for the subject.

Candidates or Parents/carers can request a subject entry, change of level or withdrawal although the school will make the final decision.

The Centre accepts private entries from staff only.

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

Entry deadlines are circulated to Curriculum Leaders via email, briefing meetings and internal post/pigeonhole.

Curriculum Leaders will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Curriculum Leader and Senior Leader.

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 Examinations Officer will publish the deadline for actions well in advance for each exams series.

All Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements maybe sought from candidates who decide to sit an exam after the late entry / withdrawal deadline, fail to sit an exam or 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 the Equality Act 2010.

The definition of disability can be found under section 6 of the Equality Act 2010 which defines disability as a *"physical or mental impairment"* which has *"a substantial and long term adverse effect on someone's ability to carry out normal day to day activities"*.

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

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership team and the Exams & Data Manager.

Access arrangements

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam/assessment, and the date of that exam/assessment. The SENDCO 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 SENDCO with supplementary evidence from a Medical Practitioner, Educational Psychologist/Specialist Teacher. Documentation will be held by the SENDCO and be made available for the JCQ Inspection Services. Making Applications to the exam board for access arrangements for candidates to take exams is the responsibility of the Examinations Officer.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENDCO.

Rooming for access arrangement candidates will be arranged by the Examinations Officer in consultation with the SENDCO.

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

Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Officer. The Centre allows the Examinations Officer to log in from home in the event of system failure within the school premises.

Contingency plans are available via email, briefing meetings and internal post/pigeon holes, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Managing invigilators

Support Staff and External staff will be used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Examinations Officer/SLT.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the People & Services Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators' rates of pay are set by the People & Services Manager.

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

Malpractice

The head of centre in consultation with *Examinations Officer* is responsible for investigating suspected malpractice.

Exam days

The Examinations Officer 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 staff is responsible for setting up the allocated rooms, and will be advised of requirements 3-4 weeks in advance.

SLT, Examinations Officer, Exams Administrator 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 but must not advise candidates on which questions or sections are to be attempted. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers may be on hand in case of any technical difficulties 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 1 day after candidates have completed them.

After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Main Reception.

Candidates

The Examinations Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by SLT.

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 but the office will store electronic equipment.

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 Examinations Officer.

Note: 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 Examinations Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Examinations Officer.

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 Examinations Officer or the Examinations Assistant.

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

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

Internal assessment

Internal assessment replaces the largely discontinued term coursework.

It is the duty of the Curriculum Leader to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations 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 and estimated grades are provided to the exams office by the Curriculum Leader. Refer to results section for information regarding appeals. Any queries with regard to assessed work will initially be dealt with by the Examinations Officer in liaison with the Curriculum Leader.

Results

Candidates will receive individual results slips on results days,

- In person at the centre
- Collected and signed for

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 SLT/Examinations Officer.

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

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested. A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

If a result is queried, the Examinations 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)

After the release of results, candidates may ask subject staff to request the return of written exam papers within three days 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. GCSE re-marks cannot be applied for once a script has been returned. Processing of requests for ATS will be the responsibility of Examinations Officer.

Appeals

The Centre will follow the procedure set down in the latest JCQ Appeals Booklet which include appeals against results, malpractice decisions, access arrangements/special considerations and others for example, missing scripts.

The parent/carer must make an appeal in writing to the School's Exams & Data Manager with regard to internal assessment.

Certificates

Candidates will receive their certificates

- *In person at the centre*
- *Collected and signed for*

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 under secure conditions for a period of 12 months from the date of issue. The centre will then destroy the certificates in a confidential manner. A record of certificates that have been destroyed will be kept for 4 years from their date of destruction. The centre will inform candidates that some awarding bodies **do** not offer a replacement certificate service.

Emergency Evacuation Procedure

The centre will have an emergency evacuation procedure which will be available within each examination room. This will be revised and updated in line with this policy.