



# Exams Policy

**This policy is reviewed annually to ensure compliance with current regulations**

Who is responsible	Principal/Director of Learning
Statutory policy	
Review timescale	One year
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Created on	January 2017
Next review	January 2022

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## 1. **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 every two years.

The exam policy will be reviewed by the Senior Leadership Team (**SLT**) and Exams Officer.

### **Exam responsibilities**

Exams office manager/exams officer.

Manages the administration of public and internal exams:

- advises the SLT, 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 coursework 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 08/09;
- identifies and manages exam timetable clashes;
- accounts for income and expenditures relation to all exam costs/charges;
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams;

- submits candidate's 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 SLT, any appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- notification of access arrangement requirements (as soon as possible after the start of the course);
- submission of candidates' names to heads of department/school/curriculum.

The SEN Coordinator SENCo is responsible for:

- identification and testing of candidates, requirements for access arrangements;
- 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.

Lead invigilator/invigilators are responsible for:

- collection of exam papers and other material from the exam 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 coursework regulations and signing a declaration that authenticates the coursework as their own.

## **2. Qualifications**

### **Qualifications offered**

The qualifications offered at this centre are decided by the Head of centre, Heads of subject and SLT.

The qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals.

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.

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

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

## **3. Exam series and timetables**

### **Exam seasons**

Internal exams and assessments are scheduled for all year groups in accordance with the published school calendar. Internal mock exams held under external exam conditions for years 10, 11, 12 and 13.

External exams and assessments are scheduled in November, January and May/June.

The Deputy Head and Curriculum Team Leaders are responsible for deciding which exam series are used in the centre.

### **Timetable**

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

## **4. Entries, entry details and late entries**

### **Entries, entry details and late entries**

Candidates are selected for their exam entries by the Subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

In exceptional circumstances, the centre will support entries from external candidates; for example, for students who have left IKB Academy at the end of the previous academic year wishing to re-sit an examination.

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

Entry deadlines are circulated to heads of department via Internal Post/Pigeon hole.

Late entries are authorised by Heads of department.

Retake decisions will be made in consultation with Candidates and Subject teachers. Where it is agreed that a re-sit will be taken, candidates must complete and sign the GCSE or A Level re-sit form detailing the specific modules that are being re-sat. Payment for re-sits must be made via the on-line payment system, with a printout of the payment receipt attached to the re-sit form.

## **5. 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.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments and Centre.

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 coursework requirements without medical evidence or evidence of other mitigating circumstances.

For GCSE and GCE qualifications, re-sit fees will be paid by the Candidates. The only exceptions to this are:

- Pupil premium students re-sitting GCSE qualifications to achieve their target grade;
- Key Stage 5 students re-sitting Maths and English GCSE.

Fees for re-sits will be based on the published costs as detailed on Exam Boards websites. A re-sit request form is available on the School's website. Payment for re-sits is made on-line; evidence of payment must be received before the re-sit request is processed.

For BTEC and OCR qualifications, if the student needs to re-sit an exam to achieve their target grade then the school will pay for one additional resit. Students who have achieved their target grade, but are choosing to re-sit to improve their grades will be required to pay for the re-sit.

## **6. 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 Deputy Head, Heads of sixth form and Exams officer.

## **7. 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 and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the 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 SENCo with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the exams officer.

## **8. Contingency planning**

Contingency planning for exams administration is the responsibility of the exams officer.

The exams officer facing disruption will liaise directly with the relevant awarding body/bodies.

In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the exams officer will inform the relevant awarding body as soon as possible.

The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. All candidates, parents and effected staff have been advised by letter that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

## **9. Estimated grades**

Heads of department are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **10. Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for Internal and External exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (**DBS**) clearance for new invigilators is the responsibility of the centre administration at Wellsway school.

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

Invigilators are timetabled and briefed by the Exams officer.

Invigilators rates of pay are set by WMAT and are the same across the trust.



## **11. Malpractice**

Invigilators are responsible for identifying and recording any instances of suspected malpractice during the course of an exam. Invigilators are responsible for informing the Exams Officer who will inform the Exam Boards and the SLT.

## **12. 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 invigilator.

Exam papers will be checked by two people prior to being opened in accordance with the JCQ regulations and the plastic envelope will be signed by both people as confirmation this has taken place.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start 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 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.

## **13. 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 officer or senior 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 officer is responsible for handling late or absent candidates on exam day or subsequently.

## 14. Emergencies

When dealing with emergencies the centre will, where appropriate, follow any instructions from relevant local or national agencies.

### Procedures for handling bomb threats

The centre will refer to the following Government website:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The centre will adhere to the following:

1. Introduction
  - 1.1 The bomb threat message
  - 1.2 Communication of the threat
  - 1.3 Immediate steps if you receive a bomb threat communication
  - 1.4 Assessing the credibility of bomb threats
  - 1.5 Actions to consider
  - 1.6 Media and communication

### 14.1 Evacuation Procedure during exams

Invigilators are responsible for maintaining the integrity of the exam and the welfare of the students if an emergency evacuation is required. Invigilators will follow the procedure:

- Tell candidates to stop writing and close answer booklets.
- Explain to students how they will be evacuated and the non-talking rule.
- Remind students that scripts and all other belongings need to be left in the exam room and that bags are to remain outside the exam room.
- Pick up the Attendance Registers and note the time the exam was stopped.
- If the alarm stops, prior to evacuation, the invigilator should continue the exam from where the clock was stopped.
- If the alarm doesn't stop, evacuate the room in an orderly manner – one row at a time, with invigilators evenly dispersed at the start, middle and end of the students.
- Invigilators are responsible for keeping candidates from talking to each other.
- Exam Candidates to assemble on the Lansdown courts, with candidates from each exam room standing in line together. Exam registers will be used to check everyone has been evacuated.
- Exams officer to liaise with invigilators regarding re-starting the exam and contacting the awarding body for special consideration.

## **15. Clash candidates**

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

## **16. 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 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.

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

## **17. Internal assessments and appeals**

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer 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 Heads of subject.

## **18. Appeals against internal assessments**

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

## **19. Results**

## **Results, enquiries about results (EARs) and access to scripts (ATS)**

KS4 candidates will receive individual result slips on results days, in person at the centre. KS5 candidates will also receive individual result slips via e-mail. This is to ensure that KS5 candidates are given the earliest opportunity to submit University clearing requests.

The provision of staff on results days is the responsibility of the Exams officer.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested. The application form for EARs is held on the school website, under the Students, Exams and Revision Section. The application form clearly states that marks may be reduced as a result of re-marking and that the re-marked score overrules previous marking.

If a result is queried, candidates will be responsible for paying for the EAR via the on-line payment system. A printed receipt for the payment must be attached to the application form and submitted to the Exams and Data Manager's office. EARs will not be processed until proof of payment has been received.

### **ATS**

After the release of results, candidates may request scripts to be returned from the Exams Boards using the ATS service. The application form for the ATS service is held on the school website, under the Students, Exams and Revision Section. Where script returns are requested by individual candidates, candidates will be responsible for payment via the on-line payment system. A printed receipt for the payment must be attached to the application form and submitted to the Exams and Data Manager's office. EARs will not be processed until proof of payment has been received.

Centre staff may also request scripts for investigation or for teaching purposes. Where scripts are being used for teaching purposes, the consent of candidates must be obtained. Payment for return of scripts for investigation or teaching purposes will be paid by the curriculum faculty.

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

## **20. Certificates**

Certificates are to be collected from school reception. Any certificate collected must be signed for. Certificates can be collected on behalf of a candidate by third parties, provided they have written authorisation to do so.

Certificates are not withheld from candidates who owe fees.

Students who fail to collect their certificates will be contacted and advised that unclaimed certificates will be held by the school for one year. After this time, certificates will be disposed of using a confidential re-cycling facility. Students will be warned that they will need to pay for replacement certificates.

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