



Public Examinations Policy

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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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the exams officer.

1. Exam responsibilities

Head of Centre / Headteacher

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document; *Suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public and internal exams and analysis of exam results:

- 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 exam boards;
- 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;
- Identifies and manages exam timetable clashes;
- Accounts for income and expenditures relating to all exam costs/charges;
- Line manages the lead exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators 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 SLT, any appeals/re-mark requests;
- Maintains systems and processes to support the timely entry of candidates for their exams and ensures all candidates are entered accordingly
- Liaison with SENCO regarding access arrangements.

Senior Leadership Team

- Organisation of teaching and learning;
- External validation of courses followed at key stage 4 / post-16.

Heads of department/school/curriculum

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- Involvement in post-results procedures;
- Accurate completion of coursework mark sheets and centre declaration sheet;
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Head of Careers

- Guidance and careers information;

Teachers

- Notification of access arrangements (as soon as possible after the start of the course);
- Submission of candidates' names to heads of department/school/curriculum;

SENCO / Assistant SENCO

- Identification and testing of candidates, requirements for access arrangements;
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, visual or hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Liaison with Exams Officer regarding access arrangement applications.
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Administration of access arrangement applications.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office/cupboard 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;
- Ensure security of all exams papers and other related materials at all times.

Candidates

- Confirmation of entries;
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre.

The statutory tests and qualifications offered are GCSEs, Entry Level and BTEC/Technical Awards.

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 September.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, heads of subject and the headteacher.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in November, December, February, March, and April.

External exams are scheduled in November, January, March (BTEC only) and Summer.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, heads of department and the senior leadership team.

3.2 Timetables

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

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their exam entries by the senior leadership team and the heads of department.

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

The centre does not accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to heads of department via email, notice board and post.

Late entries are authorised by the heads of department, exams officer and senior leadership team.

5. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by departments.

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.

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO / Educational psychologist / specialist teacher.

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.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer with the SENCO.

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

7. Estimated grades

Estimated grades

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring System (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

8.2 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.

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 are to be attempted.

(this has to be done before the pupils enter the exam room, Subject staff are not allowed in the exam room)

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. If a paper is read by a subject teacher then that teacher must remain in the examination room for a period of no less than one hour after the start of the examination, or an equivalent period if the examination is less than one hour in length. Papers will be distributed to heads of department at the end of the exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Lead Invigilators are responsible for advising the exams officer of candidates who are late for their exams, or do not turn up at all.

9.2 Clash candidates

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

9.3 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 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.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Heads of department will ensure all coursework is ready for despatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the heads of department.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Internal Verification Process (B-TEC Qualifications):

- To ensure there is an accredited Lead Internal Verifier in each principal subject area
- To ensure that Internal Verification is valid, reliable and covers all Assessors and programme activity.
- To ensure that the Internal Verification procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of Internal Verification decisions.

To do this, the centre will ensure that:

- Where required by the qualification, a Lead Internal Verifier is appropriately appointed for each subject area, is registered with Pearson and has undergone the necessary standardisation processes each Lead Internal Verifier oversees effective Internal Verification systems in their subject area
- Staff are briefed and trained in the requirements for current Internal

Verification procedures:

- Effective Internal Verification roles are defined, maintained and supported
- Internal Verification is promoted as a developmental process between staff
- Standardised Internal Verification documentation is provided and used
- Centre assessment instruments are verified as fit for purpose
- Annual Internal Verification schedule, linked to assessment plans, is in place
- Appropriately structured sample of assessment from all programmes, units, sites and Assessors is Internally Verified, to ensure centre
- Secure records of all Internal Verification activity are maintained
- The outcome of Internal Verification is used to enhance future assessment practice.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the exams officer.

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

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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 uphold 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.

11.3 Access To Scripts

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the 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.

(See also section 5: Exam fees)

12. Certificates

Certificates are presented in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. The centre retains certificates for two years.

Head of Centre

Exams Officer

Signed:

Signed.....

Date:

Date:

Internal Appeals Procedure

Examination Appeals Procedures – Coursework/Controlled Assessments

Longfield Academy is committed to ensuring that whenever its staff assesses pupils' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Pupils' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between teaching staff, consistency should be assured by internal moderation and standardisation.

If a pupil believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the last externally assessed paper in the examination series.
2. Appeals should be made in writing to the Examination Officer who will investigate the appeal in association with the Assistant Headteacher Stuart Rawle. If either of these staff members or the Examination Officer were directly involved in the assessment in question or is not able to conduct the investigation for any other reason, he/she will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCDA. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of Longfield Academy and is not covered by this procedure. Details of the appeals procedure for the relevant awarding bodies are available from the Examination Officer.