



Exams Policy

Updated April 2018

Review April 2019

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The Crestwood School

Exams policy

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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 *year following the completion of the summer exam season*.

The exams policy will be reviewed by the SENCO, Exams Officer and Head of Centre or Deputy Headteacher and other key staff as deemed to be appropriate

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

Where references are made to BCS regulations/guidelines, further details can be found via the BCS website or by contacting the Exams Officer directly.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer¹:

- manages the administration of internal exams and/or external exams.
- 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.
- checks 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.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- 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* or by liaising with BCS
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Department are responsible for:

- 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 exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **special educational needs coordinator (SENCo)/specialist teacher** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams 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.
- ensuring they have undergone the necessary training provided by BCS in order to invigilate the ECDL exams.

Candidates are responsible for:

- confirmation and signing of 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 teacher.

The types of qualifications offered are GCSE ,GCSE equivalencies (eg Cambridge Nationals , ECDL) BTEC at levels 1,2 and 3, AS and A2

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus, website or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by September of the year that teaching will commence.

Informing the exams office of changes to a specification is the responsibility of the **Head of Department** or **Subject Leader**.

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Centre or Deputy Headteacher in consultation with the Head of Department and Head of Year.

Exam series

Year 11 Internal exams (mock or trial exams) take place in Autumn 2 or Spring 1 of the academic year *Controlled assessments are completed in line with Departmental scheduling. All controlled assessment are completed by the deadlines as published by the exam boards.*

External exams and assessments are scheduled in line with dates and deadlines as published by the exam boards.

Internal exams *are not* necessarily held under external exam conditions.

The Head of Centre *decides* which exam series are used in the centre.

The centre may offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Department or teacher conducting the assessment and the student. Where appropriate parents will be informed.

Exam timetables

Once all entries have been made and confirmed, the exams officer will circulate the exam timetables for *students and staff and put a copy on the school website. This should be done by February half term of the summer exam series*

Entries, entry details and late entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not at this time accept entries from private candidates. Any entries from private candidates would be considered by Head of Centre.

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

Entry deadlines are circulated to Heads of Department and Subject Leaders via *email, noticeboard, briefing meetings, and the school intranet as appropriate.*

Heads of Department/ Subject Leaders will provide estimated entry information to the exams 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 Heads of Department or Subject Leader. Any agreement to these amendments can only be authorised by Head of Centre.

GCSE re-sits/retakes are allowed only with the agreement of Head of Centre

ECDL retakes are allowed only with the agreement of Head of Centre

AS re-sits/retakes will be allowed only with the agreement of Head of Centre. As a new Sixth Form – first entry for AS level is summer 2016.

A level re-sits/retakes will be allowed only with the agreement of Head of Centre. As a new Sixth Form – first entry for A level is Summer 2017.

The school does not currently offer Principal Learning.

The school does not currently offer Functional Skills

Re-sit decisions will be made by Head of Centre *in consultation with Heads of Department or Subject 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 exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

ECDL entry fees are paid by the centre

AS entry exam fees will be paid by the centre.

A level entry exam fees will be paid by the centre

The school does not currently offer Principal Learning

The school does not currently offer. Functional Skills.

Late entry or amendment fees are paid by the *centre*.

Fee reimbursements are sought from candidates:

- *if they fail to sit an exam*

Re-sit fees are currently paid by the *centre*.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

Pupils with disabilities:-

In accordance with the Special Educational Needs Code of Practice (2014) we recognise that: "Pupils have special educational needs if they have a *learning difficulty* which calls for *special educational provision* to be made for them. Pupils have a *learning difficulty* if they: have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for pupils of the same age in schools within the area of the local authority.

Equality Act 2010

All exam centre staff must ensure that they meet the requirements of any legislation

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQCIC. This is the responsibility of the Head of School

The centre will meet the disability provisions the Equality Act 2010 by ensuring that

the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of School and Exams Officer.

Please refer to the centre's separate exams Disability policy situated either on the website. *"The centre agrees to...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes.*

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

Access arrangements

The SENCo/specialist teacher will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

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

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO, support staff and all teachers of the candidate.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer and key support staff.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations or any guidance provided by BCS will be organised by the Exams Officer and key support staff.

Word Processing:- The school will adhere to the new guidelines for word processing from the JCQ Access Arrangements and Reasonable Adjustments booklet 2017-8 (Section 5.8 P.54-5)

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer and is in line with the guidance provided by Ofqual, JCQ and other awarding organisations.

Estimated grades

Heads of Department and Subject Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for *external exams*.

Recruitment of invigilators is the responsibility of the Exams Officer and leader of the Admin team.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Officer and leader of the Admin. Team.

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

Invigilators' rates of pay are set by the Head of Centre

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer and leader of the Admin team.

Invigilators invigilating the ECDL exams accredited by BCS must be officially registered with BCS. Such invigilators must have undertaken the necessary BCS training. These invigilators must be observed invigilating by the Exams Officer the first time they are involved in the invigilation of live testing. This will be officially recorded by the Exams Officer.

Malpractice

The Head of Centre in consultation with Exams Officer is responsible for investigating suspected malpractice.

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 staff are responsible for setting up the allocated rooms, and will be advised of requirements 6 weeks in advance of the start of the main exam period.

The Exams Officer and/ or invigilators will start and finish all exams in accordance with JCQ and BCS guidelines.

Subject staff *may* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ or BCS concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be 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 2 hours after candidates have completed them. ECDL is an on line test and as such BCS guidelines will be followed and overseen by the Exams Officer and invigilators registered with BCS.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with *invigilators*

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Centre, Deputy Headteacher, Head of Year, Head of Department or Subject Leader.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 invigilators, Head of Year, Assistant Head – Pastoral.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

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

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's *Head of Centre, Deputy Headteacher or Head of Year* to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 (seven) days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 (seven) days of the exam.

Internal assessment

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The exams 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 are provided to the exams office by the Heads of Department or Subject Leaders. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual results slips on results days,

- *in person at the centre*
- *collected and signed for by a nominated adult*
-

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 the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre in conjunction with the manager of the Admin. Team.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request

for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the *centre if it is the centre that requests a re-mark or by the candidate if the centre is not in agreement of the request for re-mark the payment.*

All decisions on whether to make an application for an EAR will be made by Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ or BCS guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 (twenty eight) 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.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the *centre*

Processing of requests for ATS will be the responsibility of *Exams Officer*.

Certificates

Candidates will receive their certificates

- *in person at the centre*
- *by post to their home address*
- 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 for 2 years.

A new certificate will not be issued by an awarding organisation. A transcript of *results may* be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer

Tony Bowles

Donna Jones

Appendix A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> • Head of centre • Vice principal • Deputy head • Heads of faculty • Heads of subject • Heads of department • Heads of curriculum • Head of key stage • Senior leadership team • Exams officer • SENCO • Subject teachers • Governors • Trustees • Candidate • Parent/carers • Other (please specify) 	<ul style="list-style-type: none"> • SENCo • ALS manager • Doctor • Pastoral teacher • Educational psychologist • Specialist teacher • Exams officer • Other (please specify) 	<ul style="list-style-type: none"> • Exams officer • Centre administration • Support staff • Senior leaders • External staff • Agency employees • Head of centre • Senior leadership team • Senior Invigilator • Invigilator • Other (please specify)

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