



Examinations Policy

2017/2018

Issue Date	3rd January 2017
Review Date	3rd January 2018

EXAMINATIONS 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 three years or when significant external changes are introduced. It is next due for review in January 2018. The policy will be reviewed by the Assistant Principal (Curriculum) and the Exams Officer.

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

1. Exam responsibilities

The Principal/ Head of Centre:

- Has overall responsibility for the Academy 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*'.

Assistant Principal (Curriculum):

- Reviews and updates Academy policies relating to exams in consultation with the Exams Officer.
- Resolves any difficulties over organisation/rooming of exams.
- Applies the internal coursework appeals procedure.
- Is responsible for contingency planning in consultation with the Senior Leadership Team (SLT) and Exams Officer.

Exams Officer:

- Manages the administration of external exams.
- Advises the SLT, teaching staff 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.

- 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 publications for Access Arrangements, reasonable adjustments and Special Consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the Exams Co-ordinator 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, and any other material required by the appropriate awarding bodies, are submitted correctly and on schedule.
- Distributes to Heads of Department returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates, processes any Post Results services requests made by candidates, and, in consultation with the SLT, processes any post results service requests made on behalf of the Academy by Department Subject Leaders.
- The recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- The receipt and safe storage of exam papers prior to exams.
- The collection of exam papers and other materials from the secure storage office before the start of the exam.
- The safe dispatch of completed exam scripts.
- Organising the rooming and invigilation of exams.
- Submitting exam access arrangement applications.

Heads of Department/Programme Leaders are responsible for:

- Guidance and support for candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets, including estimated grade returns, 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.
- Accurate completion of attendance registers at the start of exams and following up non-attendance.

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Department Subject Leader or Exams Officer.
- Providing estimated grades as requested by their Department Subject Leader.

Head of Learning Support (SENCo) 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 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.

Invigilators are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Distribution of exam papers to candidates.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the secure storage office.
- Assisting with packaging and dispatch of completed exam scripts.

IT Support Team are responsible for:

- Providing IT set up and technical support for those exams requiring use of a WP according to JCQ regulations.

Candidates are responsible for:

- Confirmation 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, and the Academy Code of Conduct for exams, as detailed in the Exam Guidelines distributed to all students at the beginning of their course of study at Manor Croft Academy.

2. **Qualifications offered**

The qualifications offered at this centre are decided by the SLT.

The types of qualifications offered are GCSE, BTECs and a range of level 2 & 3 extension courses.

If there is to be a change of specification for the next year, the Exams Officer must be informed by July in the preceding academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the subject Department Subject Leader/Programme Leader.

Where there are academic or pastoral concerns, decisions on whether a candidate should be entered for a particular subject will be taken by the student's Tutor Team Leader in consultation with the relevant Department Subject Leader/Programme Leader.

3. **Exam series**

Internal exams (mock exams) and assessments are scheduled according to Academy needs.

External exams and assessments are scheduled in the summer series only.

4. **Exam timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for external exams by a specified date before each series begins. They will also be available on the Academy website.

5. **Entries, entry details and late entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal through the subject leader, who will inform the Exam Officer if this is agreed.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to Department Subject Leaders/Programme Leaders via email, staff briefings and staff pigeon holes.

Department Subject Leaders/Programme Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

6. **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 action well in advance for each exams series.

Exam entry fees are paid by the centre.

Late entry or amendment fees are paid by the centre or department as appropriate.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam without providing medical evidence or evidence of mitigating circumstances.
- If they do not meet the necessary coursework or controlled assessment requirements without providing medical evidence or evidence of other mitigating circumstances.

7. **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality 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 JCQ. This is the responsibility of the Assistant Principal (Pastoral).

8. **Access Arrangements**

The Head of Learning Support 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 Head of Learning Support.

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

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 in consultation with the Head of Learning Support.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer, in consultation with the Head of Learning Support.

9. Contingency planning

Contingency planning for exams administration is the responsibility of the Assistant Principal (Curriculum) in consultation with the SLT and Exams Officer.

Contingency plans will be communicated via email, noticeboard, briefing meetings, internal post/pigeon hole, the website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

10. Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for external exams and clash supervision.

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 Business Manager/HR Manager.

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

Invigilators rates of pay are set by the Academy.

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

11. Malpractice

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

12. Exam days

The Exams Officer will book all exam rooms after liaison with other users and will make the question papers, other exam stationery, and materials available for the invigilators.

Site management staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Exams Officer or an experienced invigilator 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. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do. Subject staff will contact missing candidates and inform the Exams Co-ordinator of the outcome, with reference to the Exams Officer if necessary.

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 completed papers have been packed and sealed for Parcelforce collection. Papers will be distributed to Heads of Department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with experienced invigilators.

13. Candidates

The Exams Officer will provide written information to candidates at the beginning of their course of study at Manor Croft Academy in advance of each exam series via the Form Tutors. A formal briefing session for candidates may be given by the tutors as part of the Academy tutorial programme.

The Academy's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the Academy 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 Exams Officer.

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.

14. Clash candidates

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

15. 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 Exams Officer to that effect.

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

The Exams Officer will make a special consideration application to the relevant awarding body within seven days of the exam.

16. Internal assessment

It is the duty of Department Subject Leaders/Programme Leaders 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, apart from BTEC courses, are provided to the Exams Officer by the Department Subject Leaders/Programme Leaders. The Exams Officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the Academy's Internal Appeals Procedure (IAP) document. BTEC unit marks are recorded online by each BTEC programme's Lead Verifier.

17. Results

Candidates will receive individual results on results days.

The results slip will be in the form of an Academy produced document.

Arrangements for the Academy to be open on results days are made by the Principal.
The provision of the necessary staff on results days is the responsibility of the Principal.

18. Post Results Services

Enquiries about Results (EAR)

EARs may be requested by Academy 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 candidate if initiating the request and by the Academy if they initiate the request.

All decisions on whether to make an Academy application for an EAR will be made by Departmental Subject Leaders/Programme Leaders and Assistant Principal (Curriculum) if necessary.

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

19. Access to Scripts (ATS)

After the release of results, candidates may request the return of written exam papers according to the published deadline according to the JCQ and exam boards. Academy staff may also request scripts for investigation or for teaching purposes. For the latter, the signed consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the candidate initiating the request or by the Academy if initiating the request prior to an EAR or for teaching/learning purposes. Processing of requests for ATS will be the responsibility of the Exams Officer.

20. Certificates

Candidates will receive their certificates

- In person at the Academy, with an opportunity to collect them on a designated date.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, are over 18 and bring suitable identification with them that confirms who they are.

The Academy retains certificates for one academic year.

A new certificate can be issued by an awarding organisation upon request by a candidate, subject to a charge.