



**Campbell Harris**

## **Examination Policy**

### **CONTENTS**

- 1. Exam responsibilities**
- 2. The qualifications offered**
- 3. Exam seasons, timetables and clashes**
- 4. Entries, entry details, late entries and retakes**
- 5. Exam fees**
- 6. The Disability Discrimination Act (DDA), special needs and access arrangements**
- 7. Estimated grades**
- 8. Managing invigilators and exam days**
- 9. Candidates, clash candidates and special consideration**
- 10. Coursework and appeals against internal assessments**
- 11. Results, enquiries about results (EARs) and access to scripts (ATS)**
- 12. Certificates**

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 head of centre.

## **1. Exam responsibilities**

### Principal

Overall responsibility for the school/college 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 manager / 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 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 *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating 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
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- 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.

### Department coordinators

- 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 declaration sheets.
- Accurate completion of entry sheets and adherence to deadlines.
- Changes of course/entry/levels.

#### Course tutors

- Additions or removals from candidate lists.
- Submission of candidate names to heads of department/faculty.

#### Admin office

- Liaison with the Examination Officer and Head of Centre.
- Arrangements of exams and coursework:
  - support for the input of data
  - communication with the awarding bodies
  - posting of exam papers
  - post-results procedures
  - taking fee payments from candidates.
- Managing achievement data.

#### Head of Centre

- Identification and testing of candidates' requirements for access arrangements.
- Administration of 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

- 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 their return to the exams office.

#### Candidates

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

## **2. The qualifications offered**

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

The qualifications offered are GCSE, A levels and BMAT/ELAT/TSA.

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.

## **3. Exam seasons, timetables and clashes**

### 3.1 Exam seasons

Exams are scheduled in January, May, June and November.

Mock Examinations in March or April are held under external exam conditions.

Which exam series are used in the centre is decided by the Head of Centre and the Subject teachers in liaison with Heads of Subject and /or the Principal.

### 3.2 Timetables

The exams unit will circulate a timetable of all external exam at dates specified in the published schedule. Details of room allocations etc will be available from the Admin Office.

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

### 4.1 Entries

Candidates are selected for their exam entries by the head of centre and subject tutors.

A candidate can request a subject entry, change of level or withdrawal.

The centre does accept entries from external candidates.

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

### 4.2 Entry details

All individual candidate statements of entry or individual timetables will be given to subject tutors for distribution in class.

Where such distribution is not possible, candidates can collect their entry statements from the secretariat. Those not collected will be posted to candidates' homes.

The exams office will accept withdrawals (using the appropriate withdrawal forms), amendments and changes of tier up to the date set by the awarding body.

### 4.3 Late entries

Late entries of internal candidates are authorised by the head of centre.

The deadlines for late entries are circulated via notice board.

The exams officer will accept entry amendments and withdrawals up to the dates set by the awarding bodies.

### 4.4 Retakes

There is no restriction.

## **5. Exam fees**

Normal registration and exam fees are paid by the candidates.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Retake fees are paid by the candidates.

(See also section 4.4: Retakes)

## **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 access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Special needs

The Admin Office manager will inform subject teachers of candidates with special educational needs pupils who are embarking on a course leading to an exam, and the date of that exam. The Admin Office manager can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### 6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process. For these candidates the Admin Office manager sends an exam concession application form to the Principal for completion.

Course tutors identifying candidates who may require access arrangements after the start of the course should complete an exam concession application form at the earliest opportunity. It is the course tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Making these special arrangements is the responsibility of the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.

## **7. Estimated grades**

Estimated grade forms are to be completed and returned to the exams unit by the awarding bodies' published deadlines.

## **8. Managing invigilators and exam days**

### 8.1 Managing invigilators

External invigilators will not be used for all exams.

The recruitment of invigilators is the responsibility of the senior leaders.

Securing the necessary enhanced Disclosure and Barring Service (DBS) 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 or secretariat manager will book all exam rooms after liaison with other users and make the question papers, other exam stationary 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.

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/faculty at the end of the exam session.

## **9. Candidates, clash candidates and special consideration**

### 9.1 Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal centre rules on dress and behaviour apply.

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.

### 9.2 Clash candidates

The supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

### 9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within five 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 10 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 required date.

The Admin Office will ensure that coursework is marked and/or dispatched at the correct time.

Keeping a record of what has been sent, when and to whom is the responsibility of the exams officer.

Marks for all internally assessed work are provided to the exams office by the course tutors.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate policy 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 must be made in writing to the head of school or exams officer who will decide whether the process used conformed to the necessary requirements. Appeals must be made by mid-March for winter (January) examinations and the beginning of September for summer examinations.
- the exams officer's findings will be notified in writing, copied to the head of centre and recorded for awarding body inspection.

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

### 11.1 Results

All individual candidate statements of results received during the course will be distributed in class.

Where such distribution is not possible, candidates can collect their statements of results from the exams office.

Those not collected will be posted to candidates' home addresses.

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### 11.2 EARs

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

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 ATS (applicable to general qualifications only)

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

If a result is queried, the exams officer in conjunction with teaching staff or head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes.

For the latter, the consent of candidates must be obtained.

(See also Section 5: Exam fees)

## **12. Certificates**

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates may be withheld from candidates who owe fees. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for three years.

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**Head of centre:** MARK HARRIS

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**Exams officer:** CALEB SMITH

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Thursday, July 2 2017

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Next review September 2021