



Haslingden High School and Sixth Form

Exams 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 and to provide 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.

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1. ROLES AND RESPONSIBILITIES

HEAD OF CENTRE

The Head of Centre has overall responsibility for the school as an exam Centre. Specifically he will:

- Advise on appeals and re-marks
- Be responsible for reporting all suspicions or actual incidents of malpractice with reference to the JCQ document *Suspected malpractice in examinations and assessments*

EXAMS OFFICER

The Examinations Officer manages the administration of external and internal exams. Specifically she will:

- Maintain systems and processes to support the timely entry of candidates for their exams
- Advise the School Leadership Team, Curriculum Leaders and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversee 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
- Ensure that candidates and their parents are informed of, and understand, those aspects of the exam timetable that will affect them
- Consult with Curriculum Leaders to ensure that necessary controlled assessment and coursework is completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Receive checks and store securely all exam papers and completed scripts
- Identify and manages exam timetable clashes
- Account for income and expenditures relating to all exam costs / charges
- Manage the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submit candidates' controlled assessment and coursework marks, track dispatch and store returned controlled assessment & coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arrange for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals / re-mark requests

SCHOOL LEADERSHIP TEAM

The School Leadership team will:

- External validation of courses followed at Key stage 4 / post-16
- It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy

CURRICULUM LEADERS

Curriculum Leader will:

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Support post-results procedures

- Ensure accurate completion of coursework and controlled assessment mark sheets and declaration sheets
- Ensure accurate completion of entry forms and any other required mark sheets, adhering to deadlines set by the exams officer
- The Curriculum Leaders will submit estimated grades to the Exams Officer and/or the awarding body

TEACHERS

Teachers will:

- Notify the SENCO and Exams Officer if they feel access arrangements would be appropriate for individual students (as soon as possible after the start of the course)
- Provide information on examination entries to Subject and / or Curriculum Leaders as appropriate

SENCO

The SENCO is responsible for ensuring access arrangements are put in place, where appropriate, for all students with special educational needs. She will:

- Identify candidates who may require access arrangements
- Test students where appropriate for access arrangement eligibility
- Ensure that access arrangements are applied for using the correct procedures and then are administered appropriately
- Arrange for the completion of access arrangement applications to the awarding bodies
- 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

INVIGILATORS

Invigilators will:

- Ensure examinations are conducted in accordance with the JCQ regulations and guidelines
- Sign a copy of the invigilator confidentiality & security agreement
- Attend an annual training session
- Supervise students to maintain the integrity and security of exams at all times
- Assist with the distribution of the examination papers
- Collect exam papers and other material from the exams office before the start of the exam
- Collect all exam papers in the correct order at the end of the exam and return them to the exams office
- Make the Exams Officer aware of any candidate who needs to leave the exam room for any reason

CANDIDATES

Candidates will:

- Confirm and sign their entries
- Understand coursework and controlled assessment regulations and sign a declaration that authenticates any submitted work as their own

2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

- The statutory tests and qualifications offered at this Centre are decided by the Curriculum Leaders and the School Leadership Team
- The statutory tests and qualifications offered are GCE's, GCSE's, BTEC, ASDAN, OCR Technical & National and Rockscool
- 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 officer must be informed by the end of the summer term
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents / carers, SENCO, subject teacher, Curriculum Leader, School Leadership Team and the Head of Year

3. EXAM SEASONS AND TIMETABLES

3.1 Seasons

- Internal exams are scheduled annually through the school calendar and are conducted under external exam conditions
- External exams are scheduled in November, January and May / June

3.2 Timetables

- Once confirmed, the Exams Officer will circulate the exam timetables for external exams. Timetables will be issued in a timely manner to all candidates, and replacement timetables can be obtained from the Exams Office
- A copy of the examination timetable will be available on the school website as soon as it is available

4. ENTRIES, ENTRY DETAILS AND LATE ENTRIES

4.1 Entries

- Decisions on exam entry for individual candidates are made by the Curriculum Leader
- Candidates, or parents / carers, can request a subject entry, change of level or withdrawal, however, this will be undertaken in consultation with subject leaders
- The Centre may also accept entries from external candidates, subject to relevant ID checks and upfront payment of examination entry fees and any other fees as stipulated by the Centre

4.2 Late entries

- Entry deadlines are circulated to Curriculum Leaders by the Exams Officer
- Late entries are authorised by the School Leadership Team, Curriculum Leaders and Exams Officer

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
- Re-sit fees for Sixth Form students will be paid by the candidates

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 in consultation with the appropriate professionals
- The SENCO will inform individual staff of access arrangements for individual candidates during the course and in the exam

7. MANAGING INVIGILATORS AND EXAM DAYS

7.1 Managing invigilators

- External invigilators will be used for all external exams and formal internal exams that are not in classroom settings
- The recruitment of invigilators is the responsibility of the Exams Officer
- All invigilators must hold an enhanced DBS certificate. This can be arranged by the school if necessary
- Invigilators are timetabled, trained and briefed by the Exams Officer
- Invigilators' rates of pay are set by the Head of Centre and School Business Manager

7.2 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 Exams Officer / Senior Leadership Team / lead invigilator will start all exams in accordance with JCQ guidelines
- Curriculum leaders may be present at the start of the exam to assist with identification of candidates and assist with tiered subjects where necessary, but should not provide any guidance at all about the examination. This includes reminding students which topics they have been studying. All such guidance **MUST** be given outside the exam venue!
- In practical exams subject teachers may be on hand in case of any technical difficulties
- Staff are not permitted to enter the examination room to look through the papers at any time
- 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 Curriculum Leaders following a 24 hour period after the examination
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required and agreed by the Head of Centre
- The Exams Officer will ensure that seating plans are placed in agreed areas prior to any external exam
- The Exams Officer will ensure that exam signs are displayed in all exam rooms in accordance with current JCQ instructions
- The Exams Officer will ensure that names of candidates are placed on all exam desks prior to any external exam

8. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

8.1 Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, iPads, iWatches and all web enabled 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 will be dealt with in accordance with JCQ guidelines
- Candidates will not be allowed to leave the exam room unaccompanied
- The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines

8.2 Clash candidates

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

8.3 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

9. CONTROLLED ASSESSMENT AND APPEALS AGAINST INTERNAL

9.1 Controlled Assessment

- Curriculum Leaders will ensure that candidates complete all controlled assessment / ISA tasks by the appropriate deadline
- Curriculum Leaders will ensure all controlled assessment / ISA's are ready for dispatch 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 either provided to the Exams Officer by the Curriculum Leaders or submitted directly to the awarding body where applicable

9.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Exams Officer. The main points are:

- Appeals will only be considered 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 controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing 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 provided in writing, copied to the Exams Officer and recorded for awarding body inspection

10. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

10.1 Results

- Candidates will receive individual results slips on results days in person at the Centre
- Arrangements for the school to be open on results days are made by the Head of Centre
- The provision of staff on results days is the responsibility of the School Leadership Team

10.2 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 by Centre staff, the candidates written consent must be obtained, and in this instance the Centre will pay any fees
- If a result is queried by the candidate, the candidates written consent must be obtained, in this instance and the candidate pays any fees
- Parents / candidates must be aware that marks and grades can go down as well as up or stay the same
- Candidates will be given information on the costs and procedures involved

10.3 ATS

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

11. CERTIFICATES

- Certificates are presented at Awards Evening in the Autumn term
- Certificates may be collected on behalf of a candidate by a third party, provided they present a letter of authorisation from the candidate and evidence of ID
- Candidates who have misplaced, damaged or had their certificates stolen can apply to the Awarding Bodies for replacement certificates or statements of results on payment of a fee. The Exams Office will provide information on how to make this application
- The Centre may destroy any unclaimed certificates by a secure method after holding them for a period of 12 months from the date of issue, after which candidates must apply to the appropriate Awarding Body for results confirmation. A charge will be made by the Awarding Body for providing this information. Awarding Bodies DO NOT provide replacement certificates. A record of all certificates destroyed by a centre should be kept for a further period of 4 years from the date of their destruction.

Centre Declaration

Head of Centre

**Mr M Jackson
April 2018**

Exams Officer

**Ms A Rouine
April 2018**