



# EXAMINATIONS POLICY

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1. The purpose of this examination policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

The examination policy will be reviewed every two years.

The examination policy will be reviewed by the examinations' officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Examination responsibilities**

### **The head of centre:**

- has overall responsibility for the Academy as an examination 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*.

### **Examinations' officer<sup>1</sup>:**

- manages the administration of external examinations, advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examination timetables and procedures, the timetable as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all examinations 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 examination 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 examinations.
- receives, checks and stores securely all examination 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*.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of examinations' in their centre.

- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- line manages the senior examination invigilator in organising the recruitment, training, and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- ensures candidate 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Teachers** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examination Officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- supplying information on entries, coursework and controlled assessments as required by the teachers and/or Examination Officer.

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

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

**Lead invigilator/invigilators** are responsible for:

- assisting the Examination Officer in the efficient running of examinations according to JCQ regulations.
- collection of examination papers and other material from the examination office before the start of the examination.
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations' office.

**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 examinations according to the JCQ regulations.

## **2. Qualifications offered**

The qualifications offered at this centre are decided by the Principal and Vice Principal.

The types of qualifications offered are GCSE's, BTEC's and other vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Examination Officer must be informed as soon as possible.

Informing the Examination Officer of changes to a specification is the responsibility of the subject teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by the subject teacher in consultation with the Vice Principal.

## **3. Examination series**

Internal examinations (mock or trial examinations') and assessments are scheduled throughout the year.

External examinations and assessments are scheduled during the summer.

Internal examinations are held under external examination conditions.

The SLT decides which examination series are used in the centre.

The centre offers some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Vice Principal and Examination Officer.

### **Examination timetables**

Once confirmed, the Examination Officer will circulate the examination timetables for external examinations at a specified date before each series begins.

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal but the SLT have the right not to accept such a request if it is in the best interest of the child. There will be discussion between the two parties..

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to staff via briefing meetings and email.

Teachers will provide estimated entry information to the Examination 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 the Vice Principal.

GCSE resits/retakes are allowed.

Resit decisions will be made by the Vice Principal.

## **5. Examination 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 examinations' officer will publish the deadline for actions well in advance for each examination series.

GCSE entry examination fees are paid by the centre.

Late entry or amendment fees are paid by the centre unless as a result of a parent request when the centre has the right to charge.

Fee reimbursements may be sought from candidates:

- if they fail to sit an examination
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- Resit fees are paid by the candidate.

## **6. Equality Legislation**

All examination 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Vice Principal/SENCo.

### **Access arrangements**

The SENCo 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/examinations.

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.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Examination Officer.

Rooming for access arrangement candidates will be arranged by the SENCo and the Examination Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCo and the Examination Officer.

### **Contingency planning**

Contingency planning for examination administration is the responsibility of the Examination Officer.

Contingency plans are available via the staff area and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **7. Estimated grades**

Subject teachers are responsible for submitting estimated grades to the Examination Officer when requested by the Examination Officer.

### **8. Managing invigilators**

External staff will be used to invigilate examinations.

These invigilators will be used for external examinations.

Recruitment of invigilators is the responsibility of the Examination Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of South Staffordshire College HR Department.

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

Invigilator rates of pay are set by Penk Valley Academy Trust HR team.

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

### **Malpractice**

The head of centre in consultation with the Examinations' Officer is responsible for investigating suspected malpractice.

### **Examination days**

The Examination Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements at least 2 weeks in advance.

The invigilators will start and finish all examinations in accordance with JCQ guidelines.

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

In practical examinations subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session.

After an examination, the Examination Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## **9. Candidates**

The Examination Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Vice Principal.

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 examination 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 examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the invigilator.

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

The invigilator is responsible for handling late or absent candidates on examination day.

### **Clash candidates**

The Examinations' 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 examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examination Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the examination.

The Examination Officer will make a special consideration application to the relevant awarding body within 3 days of the examination.

## **10. Internal assessment**

It is the duty of teachers to ensure that all internal assessment is ready for dispatch at the correct time. The Examination 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 examination office by the subject teachers. The Examination 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.

## **11. Results**

Candidates will receive individual results slips on results days,

- in person at the centre

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 Examination Officer.

The provision of the necessary staff on results days is the responsibility of the Principal.

## **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 candidate.

All decisions on whether to make an application for an EAR will be made by the Vice Principal.

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 Vice Principal following the JCQ guidance.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written examination papers within 7 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 candidate.

Processing of requests for ATS will be the responsibility of the Vice Principal.

## **12. Certificates**

Candidates will receive their certificates

- in person at the centre
- posted (recorded delivery)

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 5 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

Examinations' officer

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Date

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