

## Title

Examinations

## Associated Policies

- Critical Incidents and Crisis Management (TPO/HS/01)

REVIEWED: APRIL 2019

NEXT REVIEW: APRIL 2022

**1. Policy Statement**

- 1.1 The Academy will provide a broad and balanced curriculum which is appropriate to individual needs and will therefore ensure that the examination syllabi are appropriate to the needs of a broad range of students.
- 1.2 The Academy will work with a wide range of examination and accrediting bodies to ensure our students attain a broad and balanced portfolio of qualifications.
- 1.3 The Academy will ensure the safe and secure conduct of all examinations and non-examination assessments and ensure that these comply with the relevant JCQ guidelines and subject specific instructions.

**2. Who does this policy apply to?**

- 2.1 This policy applies to all Academy staff and students.

**3. Who is responsible for carrying out this policy?**

- 3.1 The implementation of this policy will be monitored by the Senior Leadership Team and governors of the Academy and remain under constant review by Brooke Weston Trust (Executive Leadership Team).
- 3.2 Heads of department are responsible for ensuring that teachers understand their responsibilities with regard to preparing students for examinations and non-examination assessments and that the marking of students' assessed work is standardised accordingly.
- 3.3 Teaching staff are responsible for ensuring that they supervise students and only provide assistance and feedback as the specification allows.
- 3.4 The day to day management and administration of examinations is the responsibility of the Designated Senior Leader with responsibility for examinations and the Examinations Officer.
- 3.5 The Special Educational Needs Co-ordinator (SENCO) will work in conjunction with the Examinations Officer to ensure that all special access arrangements have been applied for and will work with teaching staff to ensure that support for students is implemented in the classroom.
- 3.6 See appendix A for a full list of staff responsibilities.

**4. What are the principles behind this policy?**

- 4.1 The Academy is committed to ensuring that the arrangements for public examination are conducted as efficiently and effectively as possible and in accordance with the regulations for the conduct of public examinations.

**5. Procedures****Equality Legislation**

- 5.1 All exam centre staff will 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 Examinations Officer.

**Access arrangements**

- 5.2 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/exams. A candidate's access arrangements requirement is determined by the SENCo.
- 5.3 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.
- 5.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo with the Examinations Officer.
- 5.5 Rooming for access arrangement candidates will be arranged by the Examinations Officer.
- 5.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer.

**Examination Administration**

- 5.7 The Examinations Officer will be responsible for liaising with the examination boards in terms of formal examination entries.
- 5.8 The Examinations Officer will circulate forms to Heads of Department and Heads of subjects to ascertain Examination Board, Syllabus titles and codes which students will be entered for. A projected number of entries will also be required.
- 5.9 All data pertaining to examination entries is recorded on the Administration System and will be maintained by the Examinations Officer.
- 5.10 All incoming mail is opened daily and examination material is forwarded to the Examinations Officer. Relevant items are passed promptly on to Heads of Department (e.g. syllabuses, assessment forms, INSET details, etc.) while other administrative documents are kept centrally by the Examinations Officer.
- 5.11 All confidential material is stored securely. This may include filing cabinets with combination codes, a safe locked by key. (The combination number/location of keys is/are known by the Examinations Officer, the relevant member of the senior leadership team and the Designated Senior Leader with responsibility for Examinations. For emergencies this number is kept in a sealed envelope in the Academy safe.)
- 5.12 The administration system is used to produce examination entry forms for Heads of Department to complete and enter on the Management Information System (MIS). Paper records are returned to the Heads of Department for checking.
- 5.13 Individual statements of entry are given to students for checking. Students verify that their entries are correct and inform the Examinations Officer of any errors or omissions. It is the Head of Department's responsibility to ensure that entries are correct. Once necessary changes are made the entries are sent directly to the appropriate examination board (by EDI or by written forms).
- 5.14 The Examinations Officer compiles the examination schedule in association with the Designated Senior Leader with responsibility for examinations, and other relevant personnel. The GCSE and GCE A level examinations taken in the summer will be conducted in an appropriate venue. Heads of Department are issued with an electronic summary of locations and invigilators.
- 5.15 At the beginning of each exam, staff members will be required to verify the identity of the students. A senior member of staff will be available may be present to assist, provided they have been authorised by the head of centre to do so. A set of photographs, maintained on the Academy's MIS, will be available for staff members to access. A private/external candidate or transferred candidate who is not known by the Academy must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the exam/assessment.
- 5.16 When students do not arrive at the designated starting time for examinations the Academy will make every effort to determine the cause and, where possible, ensure attendance.

- 5.17 After each examination the Examinations Officer checks completed papers. The materials are logged before being collected for despatch to the relevant awarding body.

**Non-examination assessments**

- 5.18 The Academy will ensure that a schedule of non-examination assessments is published each term to ensure that there are no clashes with non-examination assessments across curriculum areas.
- 5.19 Heads of department and teaching staff will ensure that the assessment tasks provided are in line with the awarding body specifications and control requirement and are contextualised as appropriate to meet local needs.
- 5.20 Heads of department will ensure that all confidential materials together with the work produced by the candidates are held securely at all times in accordance with "Instructions for conducting non-examination assessments".
- 5.21 The Examinations Officer in liaison with Heads of Department will ensure that students have been entered for individual units of non-examination assessments by the deadline date set by the relevant awarding body.
- 5.22 The Examinations Officer will distribute marks sheets for completion by teaching staff and collect these for return to the awarding body before the deadline date.
- 5.23 Heads of department in liaison with the Examinations Officer will ensure that marks for completed non-examination assessments are sent to the relevant awarding body by the deadline and that the sample requested is also despatched by the relevant deadline. These materials are logged before posting with a certificate of posting by the Examinations Officer and these certificates are kept by the Examinations Officer.

**Examination Invigilation**

- 5.24 The Academy will recruit and train a team of professional invigilators to invigilate all public examinations held at the Academy.
- 5.25 Conduct of public examinations is in accordance with examination board regulations and is the responsibility of the Examinations Officer and invigilators.

**Examination Results**

- 5.26 GCSE and GCE A level results are received by the Academy on the day before official publication after each examination series. Results remain embargoed until the following day and should only be shared with the Senior Leadership Team for the purposes of identifying any issues. The results are processed using the management system so that students receive an individual statement the following day.
- 5.27 The Principal is responsible for disseminating the results to the students on the designated day. At this point the Principal will provide post-examination results counselling for those students who require such a service. He/she will enlist the support of other members of staff in this process as necessary.
- 5.28 The Principal supplies summaries to Heads of Department at the appropriate time however not before the official release date.
- 5.29 The designated Vice Principal responsible for data and the Examinations Officer are responsible for presenting accumulated performance data for publication in the press, prospectus and the governors' report to parents, liaising with the Press Officer as necessary.
- 5.30 A full copy of the record of all examinations results is kept the Examinations Officer who retains original paper copies of the results.

**Appeals against internally assessed marks**

- 5.31 Any appeals against internally assessed marks will be handled in accordance with appendix B.

**Enquiries about Results (EAR)**

- 5.32** EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark, clerical check or copy of the script 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.

**Examination Entries**

- 5.33** Students will be eligible for one entry for each examination paid for by the Academy. The costs of late entries, amendments and re-sits may be charged in line with the Academy's policy on Charging.

**Contingency planning**

- 5.34** Contingency planning for examination administration is the responsibility of the Principal.
- 5.35** In the event of the examinations officer's extended absence, the Principal will liaise with colleagues across Brooke Weston Trust who will provide support.
- 5.36** In the event of the SENCo's extended absence, the Principal will liaise with colleagues across Brooke Weston Trust who will provide support.
- 5.37** Senior staff at the academy are responsible for making the appropriate arrangements if key teaching personnel are absent over a prolonged period of time.
- 5.38** The Principal is responsible for ensuring there are appropriately trained invigilators. Any shortfall due to peak exam days or invigilator absence to be covered by appropriate staff in line with examination board regulations within the centre as arranged by the examinations officer.
- 5.39** Examination officer will liaise with senior management to ensure appropriate rooms are available for all examinations to take place. In the event of a main venue being unavailable at short notice, the examinations officer will liaise with senior management to secure an alternative location.
- 5.40** In the event of MIS failure at final entry time, the Designated Senior Leader in liaison with the examinations officer will communicate with the examination boards.
- 5.41** In the event of MIS failure during exams preparation, the Designated Senior Leader in liaison with the examinations officer will liaise with internal experts and provider to solve issues.
- 5.42** In the event of MIS failure at results release time, the Designated Senior Leader in liaison with the examinations officer, will access results data from examination boards.
- 5.43** In the event of a forced school closure prior to examinations, the centre will communicate with parents, carers and students about potential disruption to teaching and contingency plans to address this.
- 5.44** If candidates are unable to take examinations because of a qualifying incident, the centre will make the relevant examination boards aware of the issue. The centre will then communicate with parents, careers and students regarding potential solutions/outcomes.
- 5.45** In the event of disruption in the distribution of examination papers the centre will contact awarding bodies to organise alternative delivery of papers.
- 5.46** In the event of disruption to the transportation of completed examination scripts the Centre will make appropriate alternative arrangements and inform awarding bodies of arrangements.
- 5.47** In the unlikely event that relevant assessment evidence is not available when requested by examination bodies the Head of centre will communicate this immediately to the relevant awarding body and subsequently to students and their parents and carers.
- 5.48** The awarding bodies have a designated contingency day for examinations. This is consistent with the qualifications regulators' document [exam system contingency planning for examinations](#). The designation of a 'contingency day' within the common timetable is in the event of a national or local disruption to examinations. Centres must remind candidates that they must remain available until the contingency day should an awarding body need to invoke its contingency plan.

## 6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.

## Appendix A: Exam responsibilities

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

- has overall responsibility for the school/college 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*.

### **Senior Leadership Team**

- ensuring that the identities of all candidates can be verified at the time of examination or assessment. Internal candidates are those on roll at the Academy and their identities will be verified by staff members present at the beginning of each written exam.
- A set of photographs from the Academy MIS will be available in every exam room. Invigilators and all Senior leaders will have access to this information.

### **Examinations officer:**

- manages the administration of *internal exams and 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 non-examination 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.
- Organises the recruitment of and co-ordinates the exams invigilators in terms of training and overseeing their performance.
- ensures candidates' coursework / non-examination assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / non-examination 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 / non-examination assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Teachers** are responsible for:

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

The **special educational needs coordinator** 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.

**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.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / non-examination assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring the conduct themselves in all exams according to the JCQ regulations.

## **Appendix B: Appeals against internally assessed marks** **(GCSE non-examination assessments and GCE coursework units)**

Brooke Weston Trust is committed to ensuring that whenever its staff mark candidates' non-examination assessments /coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Brooke Weston Trust is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

**N.B an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series)
2. Appeals must be made in writing by the candidate's parent/carer to the Examinations Officer.
3. The head of centre will appoint a senior member of staff, i.e. Vice Principal, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body on request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Brooke Weston Trust and is not covered by this procedure.