

TRINITY ACADEMY NEWCASTLE

EXAMINATIONS POLICY

**Approved by the Resources Committee – October 2016
On behalf of the Governing Body
Next Review Date – October 2018**

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Introduction

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 two years.

The exams policy will be reviewed by the Resources Committee.

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

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.

Exams officer¹:

- manages the administration of 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 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.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator 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 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 exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Subject Leads 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 / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Subject Leads and/or exams officer.
- Informing the Head of Centre and Exams Officer of any changes to a specification.

SENCos are 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 put in place exam day arrangements
- 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 / 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.

Qualifications offered

The qualifications offered at this centre are decided by the **Head of Centre** and **Assistant Head of Centre**

Currently, the types of qualifications offered are:

- GCSE
- iGCSE
- BTEC
- Functional Skills
- 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 exams office must be informed by the end of the Summer Term of the current year.

Informing the exams office of changes to a specification is the responsibility of the **Teachers**.

Decisions on whether a candidate should be entered for a particular subject will be taken by **Assistant Head of Centre** in consultation with the **Teacher**.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in **Spring Term**.

External exams and assessments are scheduled in **Autumn Term (November Exam Series)** and **Summer Term (June Exam Series)**.

Internal exams **are** held under external exam conditions.

The **Assistant Head of Centre** decides which exam series are used in the centre.

The centre **does** offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the **Assistant Head of Centre** and **Subject Lead**.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for **external exams** at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre acts as an exams centre for other organisations.

Entry deadlines are circulated to subject/curriculum Leads via email and staff meetings in the Autumn term.

Subject/curriculum Leads will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, of the **Assistant Head of Centre** or **Exams Officer**.

GCSE re-sits/retakes **are** allowed.

AS re-sits/retakes **are not** allowed.

A level re-sits/retakes **are not** allowed.

Principal Learning re-sits/retakes **are not** allowed.

Functional skills re-sits/retakes **are** allowed.

Re-sit decisions will be made by the **Assistant Head** in consultation with the **Subject Lead**.

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 actions well in advance for each exams series.

GCSE entry exam fees are paid by the **centre**.

Functional skills entry exam fees are paid by the **centre**.

Late entry or amendment fees are paid by the **centre**.

Fee reimbursements may be sought from candidates if:

- they fail to sit an exam;
- they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

The **Exams Officer** decides on whether or not to seek fee reimbursements. The decision is based on individual circumstances and each case will be treated on its own merit.

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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the **Assistant Head of Centre**.

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/exams.

A candidate's access arrangements requirement is determined by the **Teacher & 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 **Exams Officer**.

Rooming for access arrangement candidates will be arranged by the **SENCo and Assistant Head of Centre**.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the **Assistant Head of Centre and the Exams Officer**.

Contingency planning

Contingency planning for exams administration is the responsibility of the **Assistant Head of Centre** and **Exams Officer**.

Contingency plans are available via **email, Staff meetings** and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

Internal staff are mainly used to invigilate examinations. External staff may be used to invigilate examinations if necessary.

These invigilators **may** be used for **external exams**.

Recruitment of external invigilators is the responsibility of the **Admin Officers**.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the **Admin Officers**.

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

Invigilators' rates of pay are set by the **Supply Agency** and/or the **Head of School Business**.

Invigilators are recruited, timetabled, trained, and briefed by the **Assistant Head of Centre, Admin Officers** and/or **Exams Officer**.

Malpractice

The **Head of Centre** in consultation with **Assistant Head of Centre** and **Exams Officer** are responsible for investigating suspected malpractice in line with JCQ guidelines. Any fraudulent registrations or certification claims are reported to the relevant awarding bodies under JCQ guidelines.

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 staff is responsible for setting up the allocated rooms, and will be advised of requirements a week in advance.

The **Assistant Head** 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 in the exam room and what they can do.

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 end of a session. Papers will be distributed to Subject Leads in accordance with JCQ's recommendations and no later than twenty hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Admin Officers and Admin Assistants.

Candidates

The Exams Officer ensures all candidate data is up-to-date and accurate.

UPNs, ULNs, UCIs and Centre candidate numbers are all retrieved and/or generated by the Data Manager and Exams Officer.

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the **Subject Leads** and **Teachers**.

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 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 **Pastoral Manager**.

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

The **Assistant Head of Centre** is responsible for handling late or absent candidates on exam day.

Clash candidates

The **Exams 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 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 staff to that effect.

The candidate must support any special consideration claim with appropriate evidence within 90 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 60 days of the exam.

Internal assessment

It is the duty of **Teachers and Subject Leads** 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 are provided to the exams office by the **Teachers**. The exams 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.

Results

Candidates will receive individual results slips on results days either,

- in person at the centre
or
- collected on behalf of the candidate by a third party, provided the candidate submits a written request authorising the centre to hand it to the third party; and the third must present a valid form of photographic identification.
or

- by post to their home address provided the candidate submits a written request to the centre to send results by post.

The results slip may be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the **Head of Centre and Exams Officer**.

The provision of the necessary staff on results days is the responsibility of the **Head of Centre and Assistant Head of Centre**.

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 either the centre or the candidate depending on who has requested the EAR.

All decisions on whether to make an application for an EAR will be made by the **Assistant Head of Centre**.

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 **Exams Officer**, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within three 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 ATS will be paid by the by either the centre or the candidate depending on who has requested the ATS.

Processing of requests for ATS will be the responsibility of **Exams Officer**.

Certificates

Candidates will receive their certificates either,

- in person at the centre
- or

- collected on behalf of the candidate by a third party, provided the candidate submits a written request authorising the centre to hand it to the third party; and the third must present a valid form of photographic identification.
or
- by post to their home address provided the candidate submits a written request to the centre to send results by post.

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 three 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.

Procedures Summarised

Below are brief summaries outlining the general exams procedure for KS2 and KS4 exams. These charts/tables do not take into account when...

- a pupil joins the academy after the registration date(s).
- Or

- a pupil re-engages after a short/long term disengagement from education.

In both the above scenarios, we follow the procedure outlined below as closely as reality permits.

KS2		
Term	Action	Actioned by
Spring 2	Students Registered	Assistant Head of Centre
Summer 1	Access Arrangements	Assistant Head of Centre
	Exams Day Processes	Students
		Teachers
		Invigilators
	Assistant Head of Centre	
Teacher Assessment Data Submitted	Teachers	
	Assistant Head of Centre	
Results and Post-Results practices as detailed in Exams Policy		

KS4

Term	Action	Actioned by
Spring 2	Next Year's Qualifications Decided	Head & Assistant Head of Centre
	Taster Sessions for candidates	Subject/Qualification Teachers
Summer 2	Retrieve/Verify/Generate Candidate/UCL/ULN Nos.	Exams Officer
	Options Chosen and Head of Centre Notified	Students
		Subject/Qualification Teachers
Autumn 1	Estimated Entries sent to Assistant Head & Exams Officer	Teachers
	Estimated Entries submitted to Awarding Bodies	Exams Officer
Autumn 2	Access Arrangements Evaluation	SENCo
		Exams Officer
	GCSE/BTEC Entries finalised	Subject Teachers
		Students
	Assistant Head	
Spring 1	GCSE/BTEC Entries and Access Arrangements Made	Exams Officer
Spring 2	Any Late Entries / Withdrawals / Amendments	Teachers
	Exams booked/Timetables Published	Exams Officer
Summer	Exams Day Processes	BTEC internal/External assessments
		Internal/External Moderators
		Students
		Teachers
	Invigilators	
	Assistant Head of Centre	
	Exams Officer	
	Results and Post-Results practices as detailed in Exams Policy	

Head of centre

Assistant Head of Centre

Exams officer

Signed on behalf of the Governing Body:

A Calder

Ann Calder (Chairperson of the Governing Body)

Date: 04.10.2016