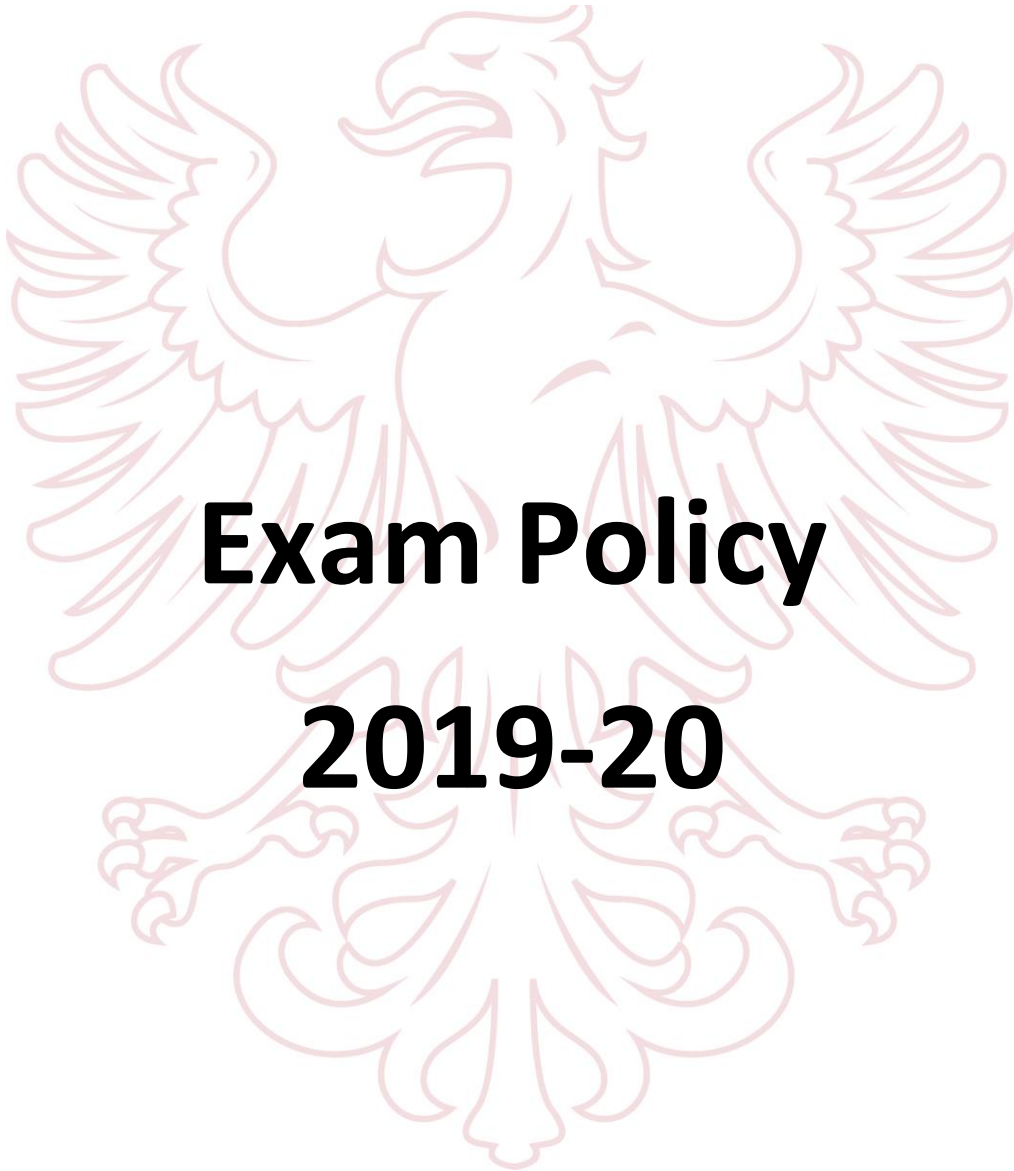




Upton Court  
GRAMMAR SCHOOL



# **Exam Policy**

## **2019-20**

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### The 11-19 exam policy

#### The policy purpose

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.

The Exam Policy will be reviewed annually by the Senior Leadership Team and the Exams Officer to present to Governors for it to be adopted.

#### Exam responsibilities

Exams Officer

Manages the administration of public and internal exams:

- Advises the subject and class teacher and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to 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/carers/guardians are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that the necessary non-examination assessments (NEA's) are 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 latest JCQ publications "Access arrangements, reasonable adjustments and special consideration".
- Identifies and manages exam timetable clashes.
- Manages the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' non-examination assessment (NEA) marks, tracks despatch and stores returned NEA 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, and students any appeals/review requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for the:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department.

The Sen Coordinator SENCo is responsible for the:

- Identification and testing of candidates, requirements for 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 are responsible for the:

- Collection of exam papers and other material from the exams secure storage 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 secure storage.

Candidates are responsible for the:

- Confirmation and signing of entries.
- Understanding NEA regulations and signing a declaration that authenticates the NEA as their own.
- Understanding & following the rules and regulations for exams as laid out by JCQ in the 'Information for Candidates' & other documents.

## **Qualifications**

### **Qualifications offered**

The qualifications offered at this Centre are decided by the Head of Centre, Heads of Department and Senior Leadership Team.

The qualifications offered are GCE and GCSE .

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 specification from the previous year, the exams office must be informed by July 5th.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Centre, in consultation with the candidates/parents/carers, SENCo, Head of Year and Deputy Head.

### **Exam series and timetables**

#### **Exam seasons**

Internal exams and assessments are scheduled in December, January, April, May and June.

External exams and assessments are scheduled in May and June.

Internal exams outside the normal classroom are held under external exam conditions.

The Head of Centre, Deputy Head and Heads of Department decides which exam series are used in the Centre.

Assessments are not offered on an on-demand basis.

#### **Timetable**

Once confirmed, the Exams Officer will circulate the exam timetable for external exams.

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

Candidates are selected for their exam entries by the Heads of Department and subject teachers.

Candidates or parents/carers/guardians cannot request a subject entry, change of level or withdrawal.

The Centre does not accept entries from external candidates.

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

Entry deadlines are circulated to Heads of Department via email and intranet.  
Late entries are authorised by Heads of Department.  
GCSE & GCE retakes are not allowed.

### **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.

GCSE entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre..

Late entry or amendment fees are paid by the Departments and/or student.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary NEA requirements without medical evidence or evidence of other mitigating circumstances.

### **Equality Act**

All exam centre staff must ensure that they meet the requirements of the Equality Act 2010.

The centre must facilitate access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010. This is the responsibility of the Head of Centre, SLT, Exam Officer and the SENCo.

### **Access arrangements**

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

A candidate's access arrangements requirement is determined by the SENCo and educational psychologist/specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer.

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

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.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Head of Centre.

Please see the Exam Contingency Plan.

### **Managing invigilators**

External staff are used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service check (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 Officer.

Invigilators rates of pay are set by the Centre administration.

Where the Awarding Body requires it the Centre (School) will observe all new invigilators on their first invigilation of an assessment related to the qualification overseen by that Awarding Body and thereafter annually. These observations shall be recorded using the Awarding Body supplied form and completed forms then retained for audit purposes.

Invigilators are required to undergo annual training & a record to be kept. This can be a classroom session lead by the Exam Officer or an online training session or combination of both.

### **Malpractice**

The Head of Centre must take an ethical approach and work proactively to avoid malpractice among students and staff.

The Head of Centre is responsible for investigating suspected malpractice.

### **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 lead invigilator or Exam Officer will start all exams in accordance with JCQ guidelines.

Senior staff members, who haven't prepared the candidates for the exam, may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections 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. Papers will be distributed to heads of department 24 hours after the end of the exam session.

### **Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic 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 are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

### **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 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 by providing 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.

### **Non Examined Assessments (NEA) and appeals**

#### **Non Examined Assessments replaces the largely discontinued term coursework**

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of Subject and Heads of Department.

Appeals against internal assessments must be made by the first week of April each year, so marks must be given to the students in time to allow them to appeal, see the deadlines in the Internals Appeals Procedure document.

#### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in the Internal appeals procedure, available from the exams office & on the intranet.

## Results

### Results, review of results (RoRs) and access to scripts (ATS)

Year 11, and 13 Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses, candidates to provide self-addressed envelope. Other students will receive their results in school time.

Arrangements for the Centre to be open on results days are made by the Senior Leader.

The provision of staff on results days is the responsibility of the Senior Leader.

### RoRs

RoRs may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. Candidates consent is required before any RoR is requested.

After the release of results, A2 candidates may request a **priority** RoR. This request must be made on either A level results day up to 3pm, the following day up to 12pm or GCSE results day up to 3pm. Specific dates & times will be issued by the Exam Officer & distributed to students & parents.

When the Centre does not support a candidate's or parent's request for a RoR, a candidate may apply to have an enquiry carried out.

In all cases the candidate pays for the cost of the RoR. If the RoR results in a new grade, the awarding body will refund monies paid via the school, which will then refund this money (less any admin fees) to the candidate.

### ATS

After the release of results, candidates may request the return of a priority **copy** of their paper(s). This request must be made on either A level results day up to 3pm, the following day up to 12pm, GCSE results day up to 3pm. Specific dates & times will be issued by the Exam Officer & distributed to students & parents. Some Boards will allow a priority copy of GCSE exam scripts, deadlines for requesting these will be issued by the Exam Officer and distributed to students & parents.

Centre staff may also request original scripts for teaching and learning purposes. The consent of candidates must be obtained before any scripts are requested and can only be obtained **after** they have received their results.

Reviews cannot be applied for once an original script has been returned.

Any requests received after the deadlines will not be processed.

### Certificates

Certificates are presented in person and collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and provide photo id.

Certificates are withheld from candidates who owe fees.

The Centre retains certificates for two years.

Head of Centre

Exams Officer

Chair of Governors

M Pritchard

H Clarke

Rajesh Sharma

Date 04/02/2020

04/02/2020

22/01/2020

**Updated January 2020**

**To be reviewed January 2021**