

WALTON HALL ACADEMY

EXAM POLICY

Developed:

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2018



The Shaw Education Trust

Walton Hall Academy

Exam Policy 2016 to 2017

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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.

The exam policy will be reviewed by the Senior Leadership Team and Exams Support Officer.

Exam responsibilities

Exams office manager/exams officer

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject and class tutors 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 are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is 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.
- Help administer access arrangements and applications for special consideration under the guidance of the Senior Leadership Team using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.

- Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework 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, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Teacher assessors are responsible for notifying the designated person to request application of special considerations and access arrangements. The designated person on each site is the Head of Academy/College who will then liaise directly with the Exams Support Officer to ensure the correct procedure is followed.
- Submission of candidates' names to The Exams Support Officer.

The Heads of Academy/College are responsible for:

- 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:

- 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 their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries, with support as necessary.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications offered

The qualifications offered at this centre are decided by the Heads of subject and Senior leadership team.

The qualifications offered are Vocational courses from the QCF Framework (BTEC and NCFE), Functional skills, GCSE and Entry level and others determined by the ability of that year's cohort.

Informing the exams office of changes to a specification is the responsibility of the Heads of subject, teachers and Senior leadership team.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers.

Exam seasons

Internal exams and assessments are scheduled within a specific timeframe set by exam boards to be finalised in May of each year.

External exams and assessments are determined by the Examination Board and the qualification exam testing windows which could be at any time throughout the year.

Internal exams are held under external exam conditions.

The Senior Leadership Teams in consultation with the subject teachers decide which exam series are used in the centre.

Subject teachers decide on dates for on-demand assessments. (See separate policy).

Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

Entries, entry details and late entries

In order to reduce late entry fees The Exams Support Officer will liaise with Head of Academy/College and teaching staff to ensure entries are made on time.

Candidates are selected for their exam entries by the Heads Academy/College and Subject teachers.

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

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

Entry deadlines are circulated to heads of department via Email, Notice board, Briefing meeting, Internal post/pigeon hole and Intranet.

Late entries are authorised by the Head of Academy/College.

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.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not 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 coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and Deputy head.

Access arrangements

Discussions will take place between subject teachers and Head of Academy/College to highlight students who qualify for any special arrangements during the course and in the exam.

A candidate's access arrangements requirement is determined by the Subject teacher and Head of Academy/College.

Making access arrangements for candidates to take exams is the responsibility of Head of Academy/College and supported by The Exams Support Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Academy/College supported by the Exams Support Officer.

Rooming for access arrangement candidates will be arranged by the Head of Academy/College and the Exams Support Officer.

Invigilation and support for access arrangement candidates will be organised by a member of Senior Staff supported by The Exams Support Officer.

Overseas students

Managing overseas students is the responsibility of the Senior leadership team.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior leadership team.

Managing invigilators

Support staff/Governors and on occasions the Exams Support Officer are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Securing the necessary Disclose and Barring Services (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 Support Officer.

Invigilators rates of pay are set by the Senior leadership team.

Malpractice

The Senior leadership team is responsible for investigating suspected malpractice.

Exam days

The Exams Support Officer/ Senior Leadership 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 will start all exams in accordance with JCQ guidelines.

Subject staff 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 before the end of a session. Papers may be distributed to heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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 at the discretion of the Exams Support Officer or senior invigilator.

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 Support Officer/Senior Leadership Team are responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams Support 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 Support 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 Support Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment replaces the largely discontinued term coursework

It is the duty of teachers to ensure that all internal assessment is ready for despatch at the correct time. The Exams Support 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 Support Officer by the Subject teachers.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results, enquiries about results (EARs) and access to scripts (ATS)

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.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

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

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Exams Support Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

Centre staff may 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.

Certificates

Certificates are presented in person.

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

Certificates are withheld from candidates who owe fees.

The centre retains copies of certificates on student files and originals would be retained until collected or delivery organised.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

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Head of Centre: Pauline Carmichael

Multi-Academy Trust Examinations Support Officer: Angela Colby

Date: 2nd February 2017

The policy is next due for review in February 2018