



The Eaglewood School (7-16 Academy)

"Raising Aspiration"

Exam Policy

POLICY DETAILS

Policy name	Exam Policy
Status	Final
Strategic objective	To ensure that the planning and management of the assessments are conducted efficiently and in the best interests of the students
Policy owner	Assistant Headteacher – Data and Outcomes
Authorised by	Headteacher
Authorisation date	March 2018
Review date	March 2020
Statutory, regulatory and/or contractual considerations	Requirement of exam boards
Equality assessment	Positive

- 1.** Exam responsibilities
- 2.** The statutory tests and qualifications offered
- 3.** Exam seasons and timetables
- 4.** Entries, entry details, late entries and retakes
- 5.** Exam fees
- 6.** The Equality Act 2010, special needs and access arrangements
- 7.** Quality Assurance Procedure
- 8.** Managing invigilators and exam days
- 9.** Candidates, clash candidates and special consideration
- 10.** Coursework and appeals against internal assessments
- 11.** Results, enquiries about results (EARs) and access to scripts (ATS)
- 12.** Certificates

Eaglewood School fully recognises its responsibilities to have an efficient exam system which ensures that the planning and management of exams is conducted in the best interest of candidates and has 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.

1. Exam responsibilities

Head of centre

Overall responsibility for the school as an exam centre:

- The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualifications specifications issued by the awarding bodies. Governed by JCQ (Joint Council for Qualifications)
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Assistant Headteacher – Learning Outcomes and Data

Manages the processing and analysis of exam results:

- Works alongside the Exams officer in delegated responsibilities from the Head of Centre

Exams officer

Manages the administration of public and internal exams:

- Makes arrangements for external exam board officers to visit for quality assurance/moderation
- 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 exam boards.
- Oversees the production and distribution to staff, candidates and parents 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 to exam boards
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications alongside SENCO for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.

- Submits candidates' coursework marks and non examined assessments(NEA), 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.
- produces annual exam directory and external validation of courses followed at key stage 4 / post-16.

Subject Leader

Oversees the delivery of subject

- Guides on academic and pastoral overview of candidates who are unsure about exam entries or amendments to entries, involving subject, subject level and tier of entry
- Approve requests for post-results procedures.
- Responsible for timely and accurate completion of centre/coursework/controlled assessment mark sheets and declaration sheets.
- Responsible for the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Responsible for checking of exam papers

SENCO

Assessment of candidates for access arrangements

- Identifies and ensures timely testing of candidates' requirements for access arrangements and ensuring this is common practice in the classroom as upheld by the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration*
- **Administers access arrangements and makes applications alongside Exams Officer for** special consideration using the JCQ *Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.*
- Communicates the access arrangements to staff, via "normal way of working"

2. Statutory test and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the head teacher, deputy heads, head of curriculum and subject leaders.

The subjects offered for these qualifications in any academic year may be found in the current prospectus. If there has been a change of syllabus from the previous year, the exams officer must be informed by the end of the previous academic year and the exams directory updated.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body to meet their own personal learning objectives to prepare them properly for the next steps in their education, training or employment.

3. Exam Timetables

3.1 Exam seasons

Year 11 will have a schedule of internal exam during the Autumn and Spring terms. All internal exams are held under external exam conditions.

Written papers for general and vocational qualifications for years 10, and 11 are scheduled in either the January or Summer exam series. Orals and practical assessments are held prior to the written papers in the Spring and Summer terms.

3.2 Timetables

Timetables will be posted on the schools exam notice board and website once confirmed by the awarding bodies.

The exams officer will circulate personalised exam timetables electronically and in hard copy format for external exams and electronically only for internal exams.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries and tier where appropriate by the subject teacher and subject leaders.

A candidate or parent/carer may discuss a subject entry, change of level or withdrawal. Any amendment to an entry must be accompanied by an amendment form available on request from the exams officer.

4.2 Late entries

Entry deadlines are circulated to Subject Leaders via the school calendar, email and the “Week Ahead”.

Late entries are authorised by the Curriculum Manager.

4.3 Retakes

Post 16 students have the opportunity to retake GCSE English and or Maths in the November or June exam series.

Retake decisions will be made in consultation with the candidates, subject teachers, subject leaders, parent/carer and the exams officer.

(See also section 5: Exam fees)

5. Exam Fees

Initial registration and entry exam fees for all external qualifications are paid by the centre.

Late entry or amendment fees are paid by the centre or candidate where appropriate.

Candidates 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements other than for medical reasons.

This fees reimbursement policy is clearly stated in writing to candidates and parents/carers on all exam entry / registration confirmation letters, for all exam series.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result (EAR), should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. Where the Centre wishes to query a result, the Centre will pay the fee and seek the necessary authority from the candidate.

(See also section 11.2: Enquiries about results [EARs])

6. The Equality Act 2010, special needs and access arrangements

6.1 Definition of disability

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO.

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 may be granted during the course and in the exam, via the schools MIS.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

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.

7. Quality assurance Procedure

The guiding aim of the Centre is to prepare students with the provision of relevant and flexible quality training programmes and assessment to suit their needs and next steps. Monitoring takes place throughout the year.

Internal verification is carried out with in the centre ref: Controlled Assessment Policy Sept 2017, NEA Policy Nov 2017

Internal Verification is recorded in the schools MIS

JCQ and information from the awarding bodies is disseminated to all members of staff involved in assessing

All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed. Existing invigilators will be observed conducting an assessment at least once a year.

- ***8. Managing invigilators and exam days***

8.1 Managing invigilators

External invigilators and support staff will be used for exam supervision.

The recruitment and training of invigilators is the responsibility of the exams officer.

Securing the necessary Disclosure and Barring Service(DBS) clearance for new invigilators is the responsibility of the centre administration.

Invigilators are timetabled and briefed by the exams officer.

8.2 Exam days

The exams officer will book all exam rooms 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 are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Papers will be distributed to senior leaders at the end of the days exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination or in the production of controlled assessment/coursework is materially affected by adverse circumstances beyond their control such as temporary illness, bereavement, domestic crisis. It is the candidate's responsibility to alert the exams officer and subject teacher as soon as possible.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor, head of year, parent/carer.

The exams officer will then make the appropriate application on behalf of the student to the relevant awarding body after the last paper in each subject affected of the exam series .

10. Controlled Assessment and appeals against internal assessments

10.1 Controlled Assessment

Candidates who have to prepare portfolios/controlled assessment should do so by the deadline set by the Subject Leaders

Subject Leaders will ensure all work is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams officer by the Subject Leaders.

10.2 Appeals against internal assessments procedure

The centre is obliged to publish a separate procedure on this subject, which is available from the exams officer.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment.
There is no appeal against the mark or grade awarded

- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by the end of April to the exams officer who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

The exam office will produce a schedule of deadlines by which all EAR and ATS applications must be made in accordance with JCQ deadlines.

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide stamped addressed envelope).

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold 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. (See section 5: Exam fees)

11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

Centre staff may also 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.

12. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for a minimum of one year.