



# Exams Policy

This policy is updated and approved by the Governing Body every year

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The next review will be March 2023

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Approved Mr F Murphy – Headteacher

## Contents

- 1. Introduction and aims**
- 2. Exam roles and responsibilities**
- 3. Qualifications offered**
- 4. Exam series**
- 5. Exam timetables**
- 6. Exam entries**
- 7. Exam fees**
- 8. Equality**
- 9. Access Arrangements and reasonable adjustments**
- 10. Contingency planning**
- 11. Lockdown Policy (Exams)**
- 12. Managing Invigilators**
- 13. Malpractice**
- 14. Exam days**
- 15. Candidates**
- 16. Clash candidates**
- 17. Special consideration**
- 18. Internal assessment**
- 19. Results and certificates**
- 20. Review of results**
- 21. Review**

## 1. Introduction and aims

The purpose of this exam policy is:

- To ensure the exams management and administration process runs effectively and efficiently, in compliance with the published JCQ regulations and awarding body requirements and in the best interest of candidates
- To ensure a professional exam system with clear guidelines for all relevant staff. All aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This policy is reviewed annually and will be communicated to all relevant centre staff; aspects of this policy will be communicated to students and parents via the examination and assessment guidebook.

## 2. Exam roles and responsibilities

### Head of centre – Neale Pledger

- The head of centre has the overall responsibility for the school as an exam centre.
- Ensures the centre is accountable to the awarding bodies and the centre is compliant with the published JCQ regulations and awarding body requirements
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessments materials
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)
- Will advise on appeals and remarks
- Co-operates with the JCQ Centre Inspection Service and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority

## The examinations officer – Chloe Jones

- Advise the senior leadership team (SLT), subject teachers and other relevant support staff on annual exams timetables and procedures, as set by awarding bodies.
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. The calendar is provided to all staff and candidates.
- Ensures that candidates and parents are informed of and understand aspects of the timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the exams invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks
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### Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications
- Ensures teaching staff undertake key tasks within the exams process and meet internal deadlines set by the EO and SENDCo
- Liaise with Curriculum Leaders (CLs)/Subject Leaders (SLs) to ensure entries are arranged for all students on the course
- Investigate any suspected malpractice.

### Heads of Departments

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures
- Liaise with subject teachers regarding: → Candidates who may have SEN and advise SENCo and the exams officer → Candidates entry levels

### Subject teachers

- Supplying information on entries, coursework and controlled assessment as required

### SENDCo

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process
  - Identifies and schedules the testing of candidates
  - Processing applications for approval by awarding organisations
  - Communicate arrangements to EO in good time so arrangements can be facilitated on exam days

- Works alongside the access arrangements assessor, on all matters relating to assessing candidates and ensures the correct procedures are followed

### Invigilators

- Attend/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Assisting the EO in the efficient running of exams according to JCQ regulations
- Collect and distribute of exam papers and other material in the exam room(s) before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam, and under the supervision of the exams officer, marking registers and packing papers.

### Candidates

- Confirmation and signing of entries.
- Understanding coursework/controlled assessments regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to JCQ regulations

## **3. Qualifications offered**

Head of Centre, SLT, and Subject lead decide on the qualifications offered at Sir Thomas Fremantle School.

We offer the following type of qualifications:

GCE, AS Level, EPQ, GCSEs, Cambridge Technical, Cambridge National, Entry Level

The subjects offered for these qualifications in any school year may be found in the centre's published prospectus or similar document for that year.

If there has been a change of specification from the previous year, the exams office must be informed no later than 1<sup>st</sup> October in any academic year. Informing the EO of changes to a specification is the responsibility of the Subject leads. Decisions on whether a candidate shall be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, subject teachers, Head of Year and Curriculum Leaders/Subject Leaders

#### **4. Exam series**

Internal exams (mock exams) and assessments are (typically) scheduled, as follows –

- October/ November – Year 13
- November/December – Yr11
- February / March – Yr13
- March / April – Yr11
- June/July – Yr10 and Yr12

Internal examinations are held under exam conditions

External exams and assessments are scheduled in the following exam series:

- November series – Resit
- January – Cambridge National & Technical
- May/June – GCE, GCSE, Cambridge National & Technical

SLT decides which exam series are used in the centre.

#### **5. Exam timetables**

Once confirmed, the EO will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

#### **6. Exam entries**

Candidates are selected for their exam entries by the Subject teachers, Candidates or parents/carers can request a subject entry, change of level or withdrawal. This will only be validated with agreement from SLT and upon receipt of the appropriate fee, if appropriate

We can sometimes accept entries from private candidates, if rooming allows. The centre does not act as an exam centre for other organisations.

Subject leads are responsible for submitting estimated grades to the exams officer as and when requested.

Entry deadlines are circulated to class subject leads and SLT via email. Late entries are authorised by the SLT.

Re-sit decisions will be made by SLT in consultation with the EO

## **7. Exam Fees**

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.

Initial exam fees are borne by the Centre

The exams officer will publish the deadline for actions well in advance of each exams series.

Fee reimbursements are sought from candidates who:

Are withdrawn because they have not met the necessary coursework/internal assessment requirements without medical evidence or evidence of other mitigating circumstances

Fail to attend an examination without medical evidence or evidence of other mitigating circumstances Re-sit fees are paid by the Candidate.

Exams or re-sits whereby the pupil has not been prepared for at STFS

## **8. Equality**

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 we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the SLT

## **9. Access arrangements and reasonable adjustments**

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/reasonable adjustments requirement is determined by –

- The assessment of a candidate by the assessor
- The evidence gathered to support the need for access arrangements for a candidate

Making access arrangements for candidates to take exams is the responsibility of the SENDCo.

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



## **10. Contingency Planning**

Contingency planning for exams administration is the responsibility of the Head of Centre and the EO. Details are found in the contingencies procedures section of the ICE booklet circulated by JCQ in September 2021.

## **11. Managing Invigilators**

External staff will be used to invigilate examinations.

These invigilators will typically be used for both internal exams and external exams

Recruitment of invigilators is the responsibility of the EO and SLT

Obtaining the required Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre. Fees for securing DBS clearance are paid for by the centre.

Invigilators rates of pay are set by the centre administration.

Invigilators are recruited, timetabled, trained and briefed by the EO.

## **12. Malpractice**

The head of centre, in consultation with the EO is responsible for ensuring that suspected malpractice is thoroughly investigated.

## **13. Exam Days**

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

The Site Team are responsible for setting up allocated rooms and will be advised of the requirements.

The invigilator will start all exams in accordance with JCQ guidelines.

Senior members of staff, may be present outside the exam room at the start of the exam to assist with identification of candidates and ensure that students are adhering to exam regulations.

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. Only the EO, invigilators are permitted to enter the exam room.

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.

Exam papers will be available for collection by subject leads once candidates answer papers have been packed and sealed at the end of the exam session. At the end of an exam, the invigilators, under the supervision of the EO, will collate the answer papers and mark off attendance registers, ready for despatch to the awarding body

## **14. Candidates**

The EO will provide written information to candidates in advance of each exam series.

A formal briefing session for candidates may be given by the Head of Year.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject. This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time

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

The EO is responsible for handling late or absent candidates on exam day. The EO will ask reception to attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

## **15. Clash Candidates**

The EO will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

## **16. Special Consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the invigilator or EO 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 his/her doctor.

If a candidate is absent for acceptable reasons, and the Centre can support this, special consideration is applied for if the examination missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. If there is an opportunity to re-enter the candidate in the next available exam series, the Centre will make the entry and will not apply for special consideration will not be applied for.

The EO will then make an application for special consideration to the relevant awarding body.

## **17. Internal Assessment**

It is the duty of class teacher and subject lead to ensure that all internal assessment is ready for despatch at the correct time. The EO 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 is provided to the EO by the subject leads.

The EO will inform staff of the date when appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure document (available on request).

## **18. Results & Certificates**

Candidates will receive individual results slips on results days. The result slip will be in form of an awarding body document. This will be either - in person at the centre, via email or, if requested, by post to their home address if a sealed addressed envelope is provided.

Results that are not collected on results days will be posted (2nd class) to students.

Arrangements for the centre to be open on results days are made by the SLT. The provision of staff on results days is the responsibility of the EO/SLT.

Dates of results days each year will be publicised for all candidates through letters home ahead of the examination series.

Students will be contacted during the Autumn term to inform them that their certificates are ready for collection. Certificates are collected and signed for by the candidate.

Candidates will be expected to inform the EO whether they will be available to collect and/or if they will be nominating a third party to do this on their behalf.

If, after collection of a certificate by a candidate, the certificate is lost, awarding organisations will not issue a new certificate. A transcript of results may be issued, and costs are incurred.

## **19. Review of Results - ROR**

RORs may be requested by centre staff or candidates 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 a group of candidates.

All decisions about whether to make an application for an ROR will be made by SLT

When the centre does not support a candidate's or parent's request for an ROR, the candidate may appeal and the centre will respond by following the process in the Internal Appeals Procedure document to have an enquiry carried out.

The cost of RORs will be paid by the centre EXCEPT where the centre does not support a candidate's or parent's request for an ROR. All processing of EARs will be the responsibility of the EO, following JCQ guidance

After the release of results, candidates may ask subject staff to request the return of papers within 3 working days' receipt of the results (Accessing to Scripts – ATS). Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

All processing of RORs and ATS will be the responsibility of the EO, following the JCQ guidance.

## **20. Review**

This policy is reviewed annually (earlier, if any legislation changes)