



Hope Academy

A joint Catholic & Church of England Academy

EXAMINATIONS POLICY

Mission Statement:

“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”

APPROVED	May 2015		
REVIEW DATE	September 2015		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

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Certificates

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 academic year.

This exam policy will be reviewed by the Head of Centre, Governors, Senior Leadership Team and the Examinations Officer.

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

Exam Responsibilities

The Head of Centre: Vice Principal

- 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 internal exams and 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.

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

- 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.
- 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.
- **organises** the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework and controlled assessment marks, tracks dispatch 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 post results service requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Assistant Principal for Curriculum is responsible for:

- Organisation of teaching and learning
- External validation of courses followed at KS4 / Post 16

Lead Teachers of Learning 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:

- Ensuring candidates are prepared and taught the entire scope of the examination specification to ensure their best attempt in the examinations.
- Applies access arrangements (as soon as possible after the start of the course) to all internal assessments as advised by the SENCo.
- Submission of candidate names to Lead Teachers of Learning.

The **Special Educational Needs Coordinator (SENCo)** is responsible for:

- Administration of access arrangements.
- 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.

Student Services Team are responsible for:

- Ensuring that examination statement of entry and personal timetables are distributed to all candidates in a timely manner.

- Support exams office staff to ensure all candidates are present for their exams or suitable documentation provided to clarify absences.

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.

Examinations administrative staff

- Support the Exams Officer in all aspects of the exam processes.
- Support for the input of data.
- Posting of exam papers.

Data Analyst

- Prepare and present reports to SLT showing results achieved in relation to expected grades and comparable data for previous years.
- Prepare statistical information for the LA and DfES.
- Prepare statistical information for the press on exam results days.

Statutory Tests and Qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Lead Teachers of Learning and the Senior Leadership Team.

The statutory tests and qualifications offered are A Levels, GCSE, functional skills, OCR Nationals VCerts and BTEC at both level 2 and level 3.

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 syllabus from the previous year, the exams office must be informed by the end of the summer term.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At Post-16

It is expected that AS modules will be completed during year 12.

Exam Series

Internal exams (mock or trial exams) and assessments are scheduled as per the calendar below.

	7	8	9	10	11	12	13
Exam Week 1	w/c 8 Sept CATS 11/12th Sept Baselines into Sims by 26 th Sept				w/c 13 th Oct		
Exam Week 2			w/c 5 th Jan	w/c 8 th Dec	w/c 1 st Dec Mocks	w/c5th Jan	w/c 5 th Jan
Exam Week 3	w/c 1st June	w/c 1 st June	w/c8 th June	w/c 8 th June	w/c 2 nd March		

Internal exams are held under external exam conditions.

The Lead Teacher of Learning *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 Lead Teacher of Learning and the Subject SLT Line Manager.

Exam Timetables

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

Entries, entry details and late entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal. The Centre accepts entries from private candidates. The Centre does not act as an exams Centre for other organisations.

Entry deadlines are circulated Lead Teachers of Learning via email, briefing meetings, internal post/pigeon hole, the school intranet.

Lead Teachers of Learning 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, in writing, of Subject SLT Line Manager.

Candidates are allowed retakes in GCSE providing the specification allows. Candidates are allowed retakes in AS/A2 with the authorisation of the subject teacher, providing the relevant fee is paid by the candidate.

Re-sit decisions will be made by Lead Teachers of Learning in consultation with Subject SLT Line Manager.

Exam Fees

GCSE initial registration and entry exam fees are paid by the Centre. AS initial registration and entry exam fees are paid by the Centre. A2 initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the faculties.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates at post-16. (See Retakes section).

Candidates must pay the fee for an enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also Enquiries about results section [EARs])

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation. The Equality Act extends the application of equality to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's special needs requirements are determined by the Special Educational Needs Co-ordinator (SENCo) and the educational psychologist / specialist teachers.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

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 and the Exams Officer.

Rooming for access arrangement candidates will be arranged by the exams office.

Support for access arrangement candidates will be organised by the SENCo.

Estimated Grades

Lead Teachers of Learning will submit estimated grades to the exams office when requested by the Exams Officer and in order to meet awarding body deadlines.

Managing Invigilators

External invigilators will be used for exam supervision. They will be used for all external exams.

The recruitment of invigilators is the responsibility of the Exams Officer and the HR department. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Administrator.

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

Invigilators' rates of pay are set by the Centre HR Administration. Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

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.

The lead invigilator 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 heads of department in accordance with JCQ's recommendations.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with student services and administration team.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer.

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 invigilation staff.

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

Student Services/Pastoral Support Teams are responsible for candidates who are late for their exams, or do not turn up at all and for ensuring the examinations officer is aware.

Clash Candidates

The Exams Office and relevant SLT 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 exam invigilator to that effect.

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.

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Internal assessment

Coursework, Controlled Assessment and BTEC Assessments.

Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.

Lead Teachers of learning will ensure all sample work is ready for dispatch at the correct time and the exams office will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the Lead Teachers of Learning.

Lead Teachers of Learning will ensure that all students' work is kept secure until after the EAR deadline (20th September each year) has passed. Candidates must not make adjustments to their work during this time.

Appeals against internal assessments

The Centre is obliged to publish a separate procedure on appeals against internal assessments, which is available from the exams office and the Academy website.

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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 31 May of the year in which the work was assessed to the head of Centre 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.

Malpractice

The Head of Centre in consultation with Exams Officer and Vice Principal is responsible for investigating suspected malpractice.

'Malpractice' means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or Centre or any officer, employee or agent of any awarding body or Centre.

A failure by a Centre to investigate allegations of suspected malpractice in accordance with the requirements of the Joint Council for Qualifications also constitutes malpractice. The Centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.

Results

Candidates will receive individual results slips on results days in person at the Centre / by post to their home addresses.

Arrangements for the Centre to be open on results days are made by the Senior Leadership. The provision of staff on results days is the responsibility of the senior leader for exams.

The Centre aggregates at the end of year 12 for AS grades.

Enquiries about Results (EAR) (see Appendix 1)

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 the Centre or candidate.

All decisions on whether to make an application for an EAR will be made by Lead Teacher of Learning.

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 14 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.

Certificates

Certificates are collected and signed for or sent by recorded post providing the relevant fee has been paid to the Centre in advance.

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 12 months. 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.

Head of Centre

Exams Officer

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Date

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Appendix 1

GCSE: ENQUIRY ABOUT RESULTS (EARs)

1. ACCESS TO THE ENQUIRY AND APPEALS SYSTEM

At the same time as public examinations results are made available to candidates, notice will be given of how candidates or their carers may request access to EAR procedures and of the timescale involved. The signed consent of the candidate to an EAR will be needed in all cases.

2. LODGING AN ENQUIRY ABOUT RESULTS

- i. Candidates or their carers may request an EAR for one or more subjects, within the timescale published with the results. Requests cannot be accepted outside the published timescale.

The Awarding Body deadline for receipt of EAR 2014/15 is 20 September.

- ii. The School will decide whether or not to support an enquiry, according to the criteria set out in this document.
- iii. If the School does not support the enquiry and the candidate or carer wishes to continue with it, the candidate or carer will be responsible for paying the fee for the enquiry before it is lodged with the Awarding Body. The fee will be refunded in full if the enquiry results in an improved grade.

3. IF THE SCHOOL SUPPORTS AN ENQUIRY

- i. The School may decide to suggest an enquiry in the absence of a request from the candidate or carer.
- ii. In such cases, the enquiry will not be lodged with the Awarding Body without the signed consent of the candidate.
- iii. When an enquiry is supported by the School, all associated fees will be paid by the School.

4. IF THERE IS A DISPUTE OVER THE SCHOOL'S SUPPORT FOR AN ENQUIRY

- i. The candidate or carer must notify the Examinations Officer at the School on the next working day of the intention to appeal against the School's decision.
- ii. Appeals will be considered by the Head Teacher or an appointed substitute.
- iii. Appeals may only be made on the grounds that the published criteria have not been correctly applied.

5. CRITERIA FOR SUPPORTING AN ENQUIRY

In deciding whether or not to support an enquiry, the following criteria will be applied:

- i. Support will only be considered for the non-priority re-marking service offered by Awarding Bodies.
- ii. Support will only be considered for enquiries in subjects where the candidate has been awarded a score within one UMS mark or three raw marks of the upper grade D boundary.

- iii. Support will only be considered for candidates who, if an enquiry resulted in an improved grade, would thereby achieve 5 passes at grade C or above, unless the subject of the enquiry is English or Mathematics.
- iv. Support will not be available for candidates who have already been awarded 5 or more passes at grade C or above, unless the subject of the enquiry is English or Mathematics.