

Bebington High Sports College



Examinations Policy

Agreed/Reviewed by Governors – see reverse

Exam Policy

Contents

- **The 11-19 exam policy**
- **Qualifications**
- **Exam series and timetables**
- **Entries, entry details and late entries**
- **Exam fees**
- **Disability Discrimination Act**
- **Estimated grades**
- **Managing invigilators**
- **Candidates**
- **Internal assessments and appeals**
- **Results**
- **Certificates**

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 by the Head of centre, Deputy Head, Senior leadership team and Exams Manager.

Exam responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams Manager:

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, governors 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.
- makes applications for special consideration 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.

Deputy Head

- Organises teaching and learning.
- Manages external validation of courses followed at key stage 4/post-16.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

The Sen Coordinator SENCo is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Submitting 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:

- Ensuring the exam room/s are set out in accordance with JCQ regulations.
- Collection of exam papers and other material from the Exams Manager 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 Manager.

Candidates are responsible for:

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

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Deputy Head, Heads of department and Senior leadership team.

The qualifications offered are GCE, GCSE, Btec, OCR/ Cambridge Nationals and Functional skills. We also offer a range of vocational courses for specific programmes, e.g. football coaching.

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 Manager must be informed by the end of summer term.

Informing the Exams Manager of changes to a syllabus is the responsibility of the Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers, Head of department and Deputy Head.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in October, December and March.

External exams and assessments are scheduled in November, January, March, May and June.

Internal exams are held under external exam conditions.

The Deputy Head decides which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the Deputy Head and Exams Manager.

Timetable

Once confirmed, the Exams Manager will circulate the exam timetable for Internal exams and 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 can request a subject entry, change of level or withdrawal.

The centre accepts 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, briefing meeting and internal post/pigeon hole.

Late entries are authorised by heads of department and Deputy Head.

1, GCSE retakes allowed.

1, AS retakes are allowed.

1, A2 retakes allowed.

Retake decisions will be made in consultation with candidates, subject teachers, heads of department and deputy head.

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.

All entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

Disability Discrimination Act

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 requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and 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.

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

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 Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Manager.

Contingency planning

Contingency planning for exams administration is the responsibility of the deputy head.

Private candidates

Managing private candidates is the responsibility of the Deputy Head.

Estimated grades

Heads of department are responsible for submitting estimated grades to the Exams Manager when requested by the Exams Manager.

Managing Invigilators

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 Manager.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

CRB fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators rates of pay are set by the centre administration.

Malpractice

The Senior leadership team is responsible for investigating suspected malpractice.

Exam days

The Exams Manager 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.

A member of SLT or 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 will 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

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 Manager 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 Deputy Head and Exams Manager are responsible for handling late or absent candidates on exam day or subsequently.

Clash candidates

The Deputy Head 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 Manager, 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 Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment and appeals

Internal assessment 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 Manager will assist by despatching and keeping a record of each despatch.

Marks for all internally assessed work and estimated grades are provided to the Exams Manager by the Heads of department.

Appeals against internal assessments

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

Results

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.

Arrangements for the centre to be open on results days are made by the Head of centre.

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

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 Manager, 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

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

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.

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 show photographic identification.

Certificates are not withheld from candidates who owe fees.

The centre will post certificates first class to candidates who have not collected them by a designated date.