



Les Voies



School

Examinations Policy

Type of Policy	Whole school
Version Number	4
Date Completed	January 2021
Review Period	Annually
Date for Review	January 2023
Reviewed by	SLT

Links to other policies:

BTEC Staff Handbook

BTEC Student Handbook

Assessment, Reporting and Recording Policy

Contents

- 1. Exam responsibilities**
- 2. The statutory tests and qualifications offered**
- 3. Exam seasons and timetables**
- 4. Entries, entry details and late entries**
- 5. Exam fees**
- 6. The Disability Discrimination Act (DDA), special needs and access arrangements**
- 7. Estimated grades**
- 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)**
- 12. Retention of students work**
- 13. Certificates**

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 staff.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the senior leadership team.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam 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 officer/Deputy Head

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 a calendar for each exam session 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 policy, exam entries and exam timetable that will affect them;
- consults with teaching staff to ensure that necessary coursework/controlled assessment 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 and arranges for the dispatch of completed scripts;
- administers access arrangements and makes applications 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;
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- submits candidates' coursework 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 appeals/re-mark requests;
- maintains systems and processes to support the timely entry of candidates for their exams;

- Supports the input of data;
- Posts off exam papers;
- Identifies teaching rooms being used for exams.

Assistant Head

- Organisation of teaching and learning;
- External validation of courses followed at key stages 3 and 4.

Subject teachers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- Involvement in post-results procedures;
- Accurate completion of estimated grade sheets and adherence to deadlines as set by the exams officer;
- Accurate completion of coursework /controlled assessment mark sheets and declaration sheets;
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Notification of access arrangements to SLT member in charge of SEN (as soon as possible after the start of the course);
- Submission of candidate names to Exams Officer.

Teacher in charge of careers (or other relevant members of staff)

- Guidance and careers information.

Interventions Lead

- Organisation of the testing of candidates' and identification of 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.

Invigilators

- Help with setting out rooms ready for 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 together with all other exam equipment;
- To complete attendance sheets promptly at the beginning of every exam session and immediately inform the Exams Officer and reception if a candidate is not in the exam.

Candidates

- Confirmation and signing of entries;
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own;
- Check his/her exam entries and immediately inform the Exams Officer of any omissions or problems.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Headteacher, deputy head, senior leadership team and subject teachers.

The statutory tests and qualifications offered are GCSE, iGCSE, BTEC, Entry Levels and ABC Awards.

The subjects offered for these qualifications in any academic year are determined by the Senior Leadership Team. If there has been a change of syllabus from the previous year, the exams officer must be informed by the beginning of the academic year or as soon after as is possible.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, subject teachers and the Senior Leadership Team

At Key Stage 4

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

3. Exam seasons and timetables

3.1 Exam seasons

On-demand tests can be scheduled at any time of the year

External exams are scheduled in May/June.

All exams are held under external exam conditions.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and those internal exams run by the exam office once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the subject teacher.

On rare occasions candidates, or parents, can request a subject entry, change of level or withdrawal. The initial request will be to the Subject Teacher and after consultation, the final decision will be made by the Senior Leadership Team.

Where appropriate the Centre will host examinations for candidates other than those on the school role.

4.2 Late entries

Entry deadlines are circulated to subject teachers by the Exams Officer. Late entries are authorised by the Exams Officer.

5. Exam fees

GCSE and all other examinations initial registration and entry exam fees are paid by the Centre.

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA 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 educational needs

A candidate's special needs requirements are determined initially on-entry to the Centre and then through assessments carried out by both subject teachers and the interventions teacher.

The interventions teacher will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The interventions teacher can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take internal and external exams is the responsibility of the exams officer and Senior Leadership Team.

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

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

Invigilation and support for access arrangement candidates will be organised by the exams officer.

7. Estimated grades

Subject teachers will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

Centre staff will be used as invigilators for exam supervision in KS4. KS3 end of year assessments if appropriate, will be undertaken in lesson time and supervised by teachers. Students who require extra time will have an independent exam timetable to support their needs.

Invigilators are timetabled and briefed by the exams officer.

8.2 Exam days

The exams officer will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilator(s).

Following a recommendation of the 2017 JCQ Exam Inspection:-

Note:- Where the examination is taking place in more than one room, the Examination Officer will open the packet containing the exam papers whilst still inside the exam office. The papers will be split into the necessary piles and placed inside sealed envelopes for onward transmission to the examination rooms.

When necessary, the setting up of the allocated rooms will be communicated to the Caretaker by the Exams Officer.

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

Centre staff have a very clear role at the start of the examinations principally:

- Identification of candidates;
- To deal with any disciplinary matters;
- To check that candidates have been issued with the correct question paper, (particularly where option or tiered papers are involved);
- To check that candidates have the appropriate equipment and materials for the examination.

Under no circumstances may members of Centre staff:

- Have access to the examination questions paper **unless** this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this

verified by the relevant subject teacher before reporting the issue to the awarding body;

- Give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- Communicate with candidates (except in Art time tests and Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to the reading of the question paper rubric to candidates, coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- Enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

Papers will be distributed to subject teachers during the morning of the day after the exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The Centre's rules on uniform, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings should be stored outside the examination room.

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/invigilator must accompany them.

It is the Candidates responsibility to present themselves at the correct room at the correct time for an examination. For candidates who are late for their exams, or do not turn up at all the exam officer will implement 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

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the Exam Officer, to that effect. The Exams Officer will then take the appropriate action in accordance with JCQ guideline.

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 in the case of illness.

10. Coursework/Controlled Assessments (see Controlled Assessment Procedure) and appeals against internal assessments

10.1 Coursework/Controlled Assessments

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

Subject teachers will ensure all coursework/controlled assessments are ready for dispatch 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 teacher by the required date.

10.2 Appeals against internal assessments

Appeals against internally assessed marks (GCSE controlled assessments)

Les Voies School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Les Voies School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series).

2. Appeals **must** be made in writing by the candidate's parent/carer to the examinations officer.
3. The head of centre will appoint a senior member of staff, i.e. Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between Centres. The moderation process may lead to mark changes. This process is outside the control of Les Voies School and is not covered by this procedure.

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

11.1 Results

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

Arrangements for the school to be open on results days are made by the exams officer.

11.2 Enquires about Results (EARs)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Subject teachers must discuss any re-mark with either the Exams Officer or the Headteacher.

Subject teachers are responsible for getting students to complete the consent form before requesting a re-mark. (See Examination Appeals Procedure document).

12. Retention of students work

It is the responsibility of Les Voies to:

- a) Keep live non-examination assessments, including controlled assessments, coursework and portfolios, secure and confidential at all times whilst in their possession. It is not acceptable for teaching staff to share the live work of candidates with other candidates. Live non-examination assessment, including controlled assessments and coursework, is defined as any work on a topic which has been set either by an awarding body or the centre for a current or future examination series even if the work was completed in a previous year.
- b) Store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically.
- c) Ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by awarding bodies.

13. Certificates

Certificates will be available for collection from the Centre. They are collected by the student when they become available, usually in December for Summer Examinations.

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 seven years.

Head of centre

J. Furley

Exams officer

T Fern

Date

January 2022

The policy is next due for review in January 2023