

EXAMS POLICY

Date	Review Date	Contact
01.09.18	01.09.19	Principal

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The Centre Exams 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 annually.

The exam policy will be reviewed by the Principal and Exams Officer.

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

Exam responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre – The Principal:

- 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 - Manages the administration of public and internal exams:

- advises the Senior Management Team, subject 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 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 carers are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework and/or controlled assessments are 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 ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration using the JCQ publications *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/controlled assessment marks, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, despatches and stores returned coursework/controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Senior Management Team (Principal and Lead Educator) is responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names

Subject teachers are responsible for:

- Ensuring exam entries / registrations are submitted correctly to the Exams Officer and within the deadlines set by the exams office.
- Ensuring that the Exams Officer is notified by the end of September each year of any changes in the awarding body or syllabus for their subject.
- Ensuring that any official awarding body internal assessments / controlled coursework is conducted in accordance with JCQ guidelines, including completion of mark sheets and declaration sheets.
- Submission of candidates' coursework marks and coursework to the Exams Officer as required by the appropriate awarding bodies correctly and on schedule in accordance with JCQ guidelines.

- 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.

An appointed Educational Psychologist/Specialist (appointed if necessary) is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Liaising with the Lead Educator re: the 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.
- Working with the Exams Officer to provide to access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Making the necessary announcements at the beginning and end of the exams
- Reporting any incidences of irregular behaviour or conduct prejudicial to the completion of the examination
- Supervision of candidates in the exam room
- Collection of exam papers and other material from the Exams Officer 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 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.

- Following all rules and regulations set by Newbury Hall & JCQ for all examinations.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications

The qualifications offered at this centre are decided by the Principal and Senior Management Team.

The qualifications offered are GCE, GCSE and IGCSE.

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 specification from the previous year, the exams office must be informed by 30/09/2015.

Informing the exams office of changes to a specification is the responsibility of the Subject Teachers and Senior Management Team.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/Parents, Subject Teachers, Educational Agents, Principal & Lead Educator.

Exam Series and Timetables

Exam seasons

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in May and June.

No internal exams held under external exam conditions.

The Lead Educator decides which exam series are used in the centre.

On-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Senior Management Team.

Exam Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for all scheduled exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Lead Educator and Subject Teachers.

Candidates or parents can request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Subject Teachers and Lead Educator via email, notices and briefing meeting.

The Lead Educator or Subject Teachers will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Late entries are authorised by Subject Teachers, Exams Officer and Lead Educator.

GCSE re-sits are allowed (with no time limit)

AS re-sits are allowed (with no limit)

A2 re-sits allowed (with no limit)

Re-sit decisions will be made in consultation with Candidates, Subject Teachers, Exams Officer, Lead Educator.

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.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of any equality legislation, including 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.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Exams Officer.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre (Principal).

Access arrangements

An Educational Psychologist (appointed as necessary) will inform Subject Teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Educational Psychologist 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 Educational Psychologist/Specialist Teacher.

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

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, as defined in the JCQ access arrangements regulation, will be organised by the Exams Officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Management Team.

Private candidates

Newbury Hall does not manage any private candidates.

Estimated grades

Subject Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing invigilators

Support Staff, including Residence Staff are used to invigilate examinations.

These invigilators will be used for Internal and/or External exams.

Recruitment of invigilators is the responsibility of the Exams Office.

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

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

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators rates of pay are set by the Senior Management Team.

Malpractice

The Principal is responsible for investigating suspected malpractice.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.

Malpractice associated with external examination for the purposes of this policy includes the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The use of mobile phones and other electronic devices during exams
- The passing of information between students during an examination
- Taking unauthorised material into the examination room

Where malpractice is discovered in coursework, then the appropriate Subject Teacher will discuss the matter with the Principal and the Exams Officer. The action taken will depend on the severity of the malpractice that has taken place.

In some circumstances, candidates will be required to re-submit the work.

In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.

In extreme circumstances, the incident will be reported to the relevant awarding body.

Where malpractice in coursework is discovered by the awarding body, then the awarding body will follow their own malpractice procedures.

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.

Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

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.

The Exams Officer is responsible for setting up the allocated rooms.

The Exams Officer will start all exams, and nominated Invigilators will finish exams, in accordance with JCQ guidelines.

Subject staff may not be present or used as an invigilator at an exam connected to any course they teach.

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 Subject Teachers the following day.

After an exam, the Exams Officer will arrange for the safe despatch of completed examination scripts to awarding bodies.

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.

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 Exams Officer.

Note: 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 Exams Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

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

Internal assessment and Appeals

It is the duty of the Subject Teachers to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer 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 and estimated grades are provided to the exams office by the Subject Teachers. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, attached.

Results

Candidates will receive individual result slips on results days, either in person at the centre or by secure post to their home addresses or by telephone if they are outside of the UK.

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

Enquiries 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. The candidates consent is required before any EAR is requested. 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.

All decisions on whether to make an application for an EAR will be made by the Exams Officer and Lead Educator.

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.

All processing of EARs will be the responsibility of the Exam Officer, following the JCQ guidance.

An EAR cannot be applied for once an original script has been returned.

Access to scripts (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.

Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Certificates are presented in person, posted (recorded delivery) as well as collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been written authority from the candidate to do so, and bring suitable identification that confirms who they are.

The centre retains certificates for three years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Signed:

Date: 01/09/18



Jon Crocker
Principal