



## Exams Policy

Version	Date	Description	Chair of Committee	Ratified (Y/N)	Next Review Due
1					
2	Dec 2013				
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6	Sept 2017				
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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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the head of centre, exams officer or the deputy head.

## 1. Responsibilities

### Head of centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The head of centre 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 and analysis of exam results:

- 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 exam boards.
- 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.
- 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.
- Accounts for income and expenditures relating to all exam costs/charges.

- Line manages the exams invigilators responsible for the conduct of exams.
- Prepares and presents reports to the SLT showing results achieved, and indicating where future procedural improvements might be made.
- 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.
- Administration of access arrangements.
- External validation of courses followed at key stage 4 / post-16.
- Acts as point of contact for exam boards
- Moderates/arranges moderation of internally assessed work
- Acts as Internal verifier where required.

**Deputy head**

- Organisation of teaching and learning.

**Heads of department**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

**Careers**

- Guidance and careers information.

**Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to exams officer.

**SLT**

- Identification and arrangements for testing of candidates' 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.

**Invigilator/Exam officer**

- 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 their return to the exams office.

**Candidates**

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

**Administrative staff**

- Support for the input of data.
- Posting of exam papers.

## 2. The statutory tests and qualifications offered

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

The statutory tests and qualifications offered are Entry Level Certificates, GCSE, BTEC, Key skills, Life and Living Skills, Functional Skills (Entry Level and Level 1/2), Ascentis English and Maths certificates, AQA PSD certificate, AQA unit award, Arts award, PE certificate, Science award. Pupils are entered for qualifications according to their particular strengths and as a result will achieve an individualised qualification portfolio.

The suitability of subjects offered for these qualifications in any academic year will be decided by the subject leader. If there has been a change of syllabus from the previous year, the exams office must be informed by the start of the academic year.

### At key stage 3

Decisions on whether candidates should not take an individual subject will be taken in consultation with the SLT, subject teachers and the deputy head.

### At key stage 4/ post-16

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

Students are usually entered for accreditation at the end of Year 11 and at the end of their final year at Granta School.

## 3. Exam seasons and timetables

### 3.1 Exam seasons

- Internal exams are scheduled in Spring Term/early in Summer term. Where there are multiple units they may be taken throughout the year where appropriate.
- External exams are scheduled in May/June.
- Internal exams will be held under external exam conditions if relevant to the students ability/needs and where required by the examining board.

### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams 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 teachers and Key stage leaders.
- A candidate or parent/carers can request a subject entry, change of level or withdrawal.
- The centre does accept entries from external candidates. Students from LVC studying core subjects at Granta School will be entered as a Granta candidate. LVC will be invoiced for the cost of the entries.

### 4.2 Late entries

- Entry deadlines are circulated to heads of department via email.
- Late entries are authorised by subject teachers, exams officer and deputy head.

### 4.3 Retakes

- Candidates are allowed retakes where relevant in GCSE.
- Retake decisions will be made in consultation with the candidates, subject teachers, exams officer and the deputy head.

(See also section 5: Exam fees)

## 5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre, and late entry or amendment fees are paid by the subject budgets.

Candidates or subjects 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 centre.  
(See also section 4.3: Retakes)

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 section 11.2: Enquiries about results [EARs])

## 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 needs

A candidate's special needs requirements are determined by the Educational Psychologist, Deputy Head and the Exams Officer.

The exam officer will inform subject teachers of candidates who are embarking on a course leading to an exam, the date of that exam. The SLT/exam officer 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 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 SLT with the exams officer.

Invigilation and support for access arrangements will be organised by the SLT with the exams officer.

## 7. Estimated grades

### Estimated grades

The heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

## 8. Managing invigilators and exam days

### 8.1 Managing invigilators

The recruitment of invigilators is the responsibility of the exams officer and SLT.

Securing the necessary Criminal Records Bureau (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 centre administration.

## **8.2 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 is responsible for setting up the allocated rooms, if necessary.

The lead invigilator/exams officer 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 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 subject teachers if requested at the end of the exam session.

## **9. Candidates, clash candidates and special consideration**

### **9.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Parents are responsible for candidates who are late for their exams, or do not turn up at all.

### **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 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 then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **10. Coursework and appeals against internal assessments**

### 10.1 Coursework

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

Heads of department will ensure all coursework is ready for despatch 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 teachers.

### 10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

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 coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) 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.

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

### 11.1 Results

Candidates will receive individual results slips on results days by post to their home addresses.

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

### 11.2 EARs (Enquiry about results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold 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. (See section 5: Exam fees)

### 11.3 ATS

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

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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.

## 12. Certificates

Certificates are presented in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for four years.

### **13. Personal data and Freedom of information**

It is important that the centre complies with the requirements of the General Data Protection Regulation and the Data Protection Act 2018 with regard to the personal information required for the administration of exams. The following information is adapted from the JCQ General Regulations for Approved Centres.

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

The centre will bring to candidates' attention the JCQ document Information for candidates – Privacy Notice, General and Vocational Qualifications. This document will be distributed to all candidates at the start of a course leading to a vocational qualification, or, where candidates are following GCE and GCSE qualifications, when the entries are submitted to awarding bodies for processing.

The head of centre, or a member of the senior leadership team, will advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved and may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments – Policies and Procedures.

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements. It is the responsibility of the centre to ensure that candidates are made aware of this.

The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over.

The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.

It is the responsibility of the Exams Officer to obtain the ULN for each pupil in Year 9 and above.

Awarding bodies must make the personal data they hold on an individual available to him or her when requested, subject to the application of any relevant exemptions. Candidates and other individuals may obtain access to their personal data such as examination results (see section 5.12, page 20) by applying to the appropriate awarding body's data protection officer (see page 26, contacts section).



It is the responsibility of the centre to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.