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| South Cumbria Pupil Referral Service |  |
| TITLE: EXAMINATIONS POLICY | ISSUE 13 DATE Oct 2019 |

| RECORD OF ISSUE | | | |
|------------------------|-----------|------------------|---|
| ISSUE | DATE | NEXT REVIEW DATE | SUMMARY |
| 13 | Oct 2019 | Oct 2020 | Annual Review |
| 12 | Sept 2018 | Oct 2019 | Annual Review |
| 11 | Sept 2017 | Sept 2018 | Annual Review |
| 10 | Sept 2016 | Sept 2017 | Policy reviewed by Exams Office in line with guidance from Awarding Bodies |
| 9 | May 2016 | Sept 2016 | Policy reviewed by Exams Office in line with guidance from Awarding Bodies |
| 8 | Sept 2015 | Sept 2016 | Annual Review |
| 7 | Oct 2014 | Sept 2015 | Annual Review |
| 6 | Jan 2014 | Sept 2014 | Policy reviewed by Exams Officer in line with guidance from Awarding Bodies |
| 5 | Sept 2012 | Sept 2013 | Annual Review |
| 4 | Sept 2011 | Sept 2012 | Annual Review |
| 3 | Sept 2010 | Sept 2011 | Annual review including increasing range of awarding bodies |
| 2 | Sept 2009 | Sept 2010 | Annual Review |
| 1 | Sept 2008 | Sept 2009 | Policy written in line with guidance from examinations boards |

DOCUMENT CONTROL

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| | NAME | SIGNATURE | DATE |
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Contents

- The Centre Exams Policy
- Qualifications
- Exam Series and Timetables
- Entries, Entry Details and Late Entries
- Exam Fees
- Equality Legislation & Access Arrangements
- Contingency Planning
- Estimated Grades
- Managing Invigilators
- Malpractice
- Exam Days
- Identifying Candidates
- Candidates & Clash Candidates
- Special Consideration
- Internal Assessments and Appeals
- Results / RoR's / ATS
- Certificates

The purpose of this exams policy is so:

- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them
- 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 year.

The exams policy will be reviewed by the Exams Officer.

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

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

Exam Responsibilities

The Head teacher:

- Takes responsibility for responding to the NCN register annual update by the end of October each year.
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications.
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer
- Makes sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions.
- Has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- Ensures when a room is 'designated' as an exam room it is not used for any purpose other than conducting the external exams.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Ensures all exams, child protection and safeguarding policies satisfy current legislative requirements.
- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

Exams Officer:

- Manages the administration of external exams.
- Is familiar with the contents of annually updated information from JCQ together with awarding bodies administrative procedures, key tasks, dates and deadlines and ensures said tasks are undertaken and deadlines met.
- Communicates and advises to the senior leadership team, subject and class tutors, and other relevant support staff of exam timetables, procedures and deadlines, as set by the various awarding bodies, and directs staff to JCQ regulations and information on a regular basis.
- Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries.

- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them. That they are provided with subject entry details for checking and information for candidates' documentation from JCQ and awarding bodies. Information on any contingency day awarding bodies may identify also given.
- Liaises with mainstream schools and sees to the administration of relevant forms such as Alternative Site, Transfer Candidate, Access Arrangements and Special Consideration applications.
- Checks with teaching staff that the necessary coursework and/or non-exam assessments are completed on time and in accordance with JCQ guidelines.
- Ensure staff inform candidates of their centre assessed marks so they can request a review of the centres marking before assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Requests from subject staff early estimated entry information and provides to exam boards confirmation data.
- Maintains systems and processes to support the timely entry of candidates for their exams, including chasing centre staff for entry information ensuring awarding body external deadlines for submission can be met, to avoid late entry fees etc.
- Identifies and manages exam timetable clashes.
- Produces a centre Master Timetable
- Ensures candidates' coursework / non-exam assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials and the documents for completion.
- Receives, checks, and stores securely, all exam papers. Envelopes and boxes containing confidential materials will have their receipt logged accordingly.
- Ensures the appropriate guidelines are followed for the opening and transporting of exam packets and that a second pair of eyes check is used each time.
- Organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams. Ensures exam rooms are set up and conducted as required in the regulations, and resources and recording documents are provided for invigilators use. Provides invigilators with a means of summoning assistance and ensures are aware of emergency procedures.
- Keeps track of accounts for income and expenditures relating to all exam costs/charges.
- Tracks, stores, and dispatches, returned coursework / non-exam assessments.
- Arranges for dissemination of examination Results to candidates together with Post Results Services information, and in consultation with subject teacher and SLT, actions any Post Results Service requests, and then the forwarding of Certificates to candidates.
- Keeps records as required by JCQ and awarding bodies for the required period.

Subject Teachers:

- Ensures JCQ guidelines and awarding body subject information are understood and followed.
- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Supplying information on entries, coursework and non-exam assessments as required by the exams officer, meeting all deadlines.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / non-exam assessment mark sheets, centre declaration sheets candidate record forms.
- Ensures candidates work is kept secure and for the period stated by JCQ and awarding bodies.
- Support the SENco in determining and implementing appropriate access arrangements.
- Ensures consistency in standardisation of work across their department
- Makes sure candidates are aware of JCQ and awarding body information for candidates
- Advises candidates to check statement of entries and return any incorrect entry information

- Ensure candidates are informed of their centre assessed marks for any possible review of centres marking before marks are submitted to the awarding body.
- Advises and assists candidates with post-results procedures.

SENCo / Additional Needs Coordinator

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications
- Leads on the access arrangements and reasonable adjustments process
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- If not the qualified access arrangements assessor, works with the person appointed on all matters relating to assessing candidates and ensures the correct procedures are followed.
- Gathers signed Data Protection forms from candidates where required.
- Applies for Access Arrangements Online (AAO)
- Presents when requested by a JCQ inspector, evidence of the assessors qualification. Keeps a file for each candidate for inspection purposes, and ensures that all information is readily available.
- Liaises with EO regarding exam time arrangements for access arrangements and that invigilators are aware of their roles in this area.
- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams.

Educational Psychologist:

- Identification of candidates' requirements for access arrangements will be completed by the schools SEN /coordinator who will in turn notify the exams officer in good time so that they are able to request a visit by the Educational Psychologist. An assessment will be carried out on individual candidates, and then any necessary applications will be made in order to gain approval in the specified time frame (if required), following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- The SEN Coordinator and Deputy Head will work with the exams officer to provide the 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.
- Collection of exam papers and other material from the 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 direct to the examinations officer.
- Checking all collected scripts against the attendance register.
- Completion of paperwork such as the exams log, incident log, cover sheets, etc for all examinations.
- Must be aware of emergency evacuations procedures.
- Must attend/reference training material and JCQ information re the Role of an Invigilator.
- Follow procedures for verifying candidates
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.
- Ensure absent candidates are notified to the office and attendance register completed accurately.
- Ensures exams are conducted in every exam room according to JCQ instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training, update and briefing sessions.
- Accurately record any incidents or irregularities

Site Staff are responsible for:

- Support the EO in relevant matters relating to exam rooms and resources
- Liaise with the EO to ensure the exam rooms are set up accordingly

- Ensure fire alarm testing or ground/maintenance works do not take place during an exam session
- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results.

Candidates are responsible for:

- Confirmation of entry information
- Understanding coursework / non-examination 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, centre staff and invigilators.
- Must reference JCQ documentation re JCQ Information for Candidates.
- Provide appropriate evidence to support special consideration requests, where required.
- May arrange for someone to collect exam results and certificates, provided written authorisation is provided and relevant ID upon collection.

Qualifications offered

The qualifications offered at this centre are decided by the Head teacher and subject teachers.

The types of qualifications offered are GCSE, Cambridge Nationals, Functional Skills, Entry Level Certificate, Key Skills and Vocational Awards.

The subjects offered for these qualifications in any academic year may be found in the centre's curriculum plan. If there is to be a change of specification for the next year, the exams officer must be informed by 30th June.

Informing the Exams Officer of changes to a specification is the responsibility of Subject Teachers.

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teachers in consultation with the Head teacher.

Exam series

GCSE external exams scheduled in June. Short course exams are scheduled by the subject teacher in accordance with the guidance of awarding body.

Internal exams are held under external exam conditions.

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

The centre does not offer some assessments on an on-demand basis.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins.

Each student will receive a copy of their own timetable.

A master timetable will be displayed in the main office for all staff to reference.

Entries, entry details and late entries

Subject teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to subject teachers via email, briefing meetings, in person.

GCSE re-sits/retakes are allowed

Functional skills re-sits/retakes are allowed

Re-sit decisions will be made by subject teachers in consultation with Head teacher.

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.

The exams officer will publish the deadline for action well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Functional skills 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:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Payment of fees for re-sits will be assessed on an individual case basis.

Equality Legislation

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

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

Access arrangements

Mainstream schools / The Educational Psychologist / SEN Coordinator will inform the examinations officer of candidates with special educational needs and any special arrangements that individual candidates will need during the course of and in any assessments/exams.

A candidate's access arrangements requirement is determined by the mainstream school / Educational Psychologist / SEN Coordinator.

Mainstream schools will provide copies of the submitted application and tests to the Pupil Referral Service for retention.

When testing pupils at the Pupil Referral Service; ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Educational Psychologist.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Educational Psychologist and SEN coordinator, with administration assistance from the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Head teacher.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Head teacher, in conjunction with the Exams Officer.

Contingency planning

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

An up to date contingency plan is kept on file in the main office.

Contingency plans are available via email, briefing meetings, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Subject teachers are responsible for submitting estimated grades to the Deputy Head when requested.

Managing Invigilators

External staff will not usually be used to invigilate examinations.

Invigilators will be used for external exams only.

Recruitment of invigilators is the responsibility of the Head teacher / Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Exams Officer / School Business Manager.

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

Invigilators rates of pay are set by the LA.

Invigilators are timetabled, trained, and briefed by the Exams Officer, on an annual basis.

Where Invigilators are provided by mainstream schools, evidence of up to date training and DBS clearance will be requested and identification on arrival checked.

Malpractice

The head of centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

Exam days

The exams officer will liaise with the Head teacher to ensure the booking of 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 and the Invigilator will use the checklist to ensure if correct.

The Exams Officer / Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff are not required and may not 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 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 subject teachers in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe storage and later dispatch of completed examination scripts to awarding bodies.

Identifying Candidates

Teachers at the centre act as invigilators. All students sitting exams regularly attend the centre and are known by invigilators.

Should a candidate sitting an exam not be known, the following will be in force, as per JCQ regulations:

A private, external or transferred candidate who is not known to the school, college or training provider, must show documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes.

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 Head teacher.

The centre's published rules on acceptable dress and behaviour apply at all times.

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. Wrist watches must be removed and placed on the desk.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

For examinations that last one hour or more, candidates must stay under centre supervision for one hour after the published start time for that examination. For examinations that last less than one hour, candidates must be supervised until the published finishing time of that examination. Pupils leaving the examination room will not be allowed back in.

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

The Exams Officer in conjunction with the Business Admin team is responsible for handling late or absent candidates on exam day.

Clash candidates

The Head teacher and Exams Officer 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 their Key Teacher who will in turn alert the centre's Exam's Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

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

Emergency Evacuation Procedure

Candidates are instructed to follow the instructions of the invigilator.

Exam conditions will continue even when candidates leave the room.

The invigilator will ensure all question papers and scripts remain in the exam room, and will be the last person to leave the room.

The invigilator will accompany candidates to the assembly point.

The invigilator will ensure candidates are separated from other school users at the Assembly Point.

The invigilator will make a record of the time and duration of the evacuation – along with any other relevant information.

The Exams Officer will report the incident to the awarding body, as specified within JCQ guidance.

Upon return to the exams room, the invigilator will remind candidates that they are under exam conditions re-start the exam and ensure candidates receive the full time allocation of the exam.

Internal Assessments & Appeals Procedure

It is the duty of subject teachers to ensure that all internal assessment are ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Centre assessed marks must be provided to the student prior to submitting to the exam boards.

Marks for all internally assessed work are provided to the exams office by the subject teacher. 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.

Results

Candidates will receive individual result slips on results days,

- in person at the centre or
- by post to their home address
- collected and signed for

Results 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.

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

The provision of the necessary staff on results days is the responsibility of the Head teacher.

Review of Results (RoR)

RoRs 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 RoRs will be paid by the centre. However, if the subject teacher feels the given grade is as expected and an enquiry about results not advisable, the cost involved will need to be met by the candidate.

All decisions on whether to make an application for a RoR will be made by the Head teacher.

If a candidate's request for a RoR 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 RoRs 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 5 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. A candidate has the right to instruct their centre not to request their script(s). Prior written permission must therefore be obtained from any candidate where the centre intends to request his/her script.

Re-marks cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the centre.

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

Certificates

Candidates will receive their certificates

- in person at the centre
- by post to their home address - recorded delivery
- collected and signed for

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.

The centre will retain unclaimed certificates for a period of 2 years, after which will be confidentially destroyed. Candidates may pay a small fee to awarding bodies to obtain a new certificate, however some boards will not issue new certificates. A transcript of results may be issued if a candidate agrees to pay the costs incurred.