



LONG FIELD ACADEMY

Exam Policy

Formulation date:	October 2014
Senior Team Responsibility:	Vice-Principal/ Exams officer
Governors' Reviewing Committee:	QSTLS
Approved on:	5th November 2014
Reviewed on:	12th July 2017
Next Review Date:	July 2018
Associated documentation:	a) JCQ Suspected Malpractice in Examinations and Assessments b) JCQ Access Arrangements and Special Considerations Regulations c) Controlled Assessment Policy

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1. 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 and to further 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 by the Principal of Centre, Vice Principal, Exams Officer and the Governors.

2. Exam Responsibilities

2.1 Principal of Centre:

Overall responsibility for the Academy as an exam centre.

2.1.1. Advises on appeals and re-marks

2.1.2. The Principal of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document, '*Suspected Malpractice in Examinations and Assessments*'

2.2. Exams Officer:

Manages the administration of public and internal exams and analysis of exam results.

2.2.1. Advises the Senior Leadership Team, Curriculum Directors, Subject and Class Tutors and other relevant support staff on annual exam timetables and application procedures as set by the various Exam Boards

2.2.2. Oversees the production and distribution of an annual calendar, for all exams in which Candidates will be involved, to staff, governors and candidates.

2.2.3. Communicates regularly with staff concerning imminent deadlines and events
Ensures that candidates are informed of, and understand, those aspects of the exam timetable that will affect them.

2.2.4. Consults with Curriculum Directors to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.

2.2.5. Provides and confirms detailed data on estimated entries.

2.2.6. Receives checks and stores securely all exam papers and completed scripts.

- 2.2.7. Administers access arrangements and makes applications for special consideration using the JCQ *Access Arrangements and Special Considerations Regulations* booklet.
- 2.2.8. Identifies and manages exam timetable clashes.
- 2.2.9. Accounts for income and expenditures relating to all exam costs/charges.
- 2.2.10. Line manages a team of exams invigilators responsible for the conduct of exams including organising the recruitment, training and monitoring of said team.
- 2.2.11. Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made in liaison with the MIS System Analyst.
- 2.2.12. Submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.
- 2.2.13. Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- 2.2.14. Maintains systems and processes to support the timely entry of candidates for their exams.

2.3. Assistant Principal:

- 2.3.1. External validation of courses followed at Key Stage 4/Post 16.

2.4. Curriculum Directors/Academy/Subject Areas

- 2.4.1. Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- 2.4.2. Involvement in post results procedures
- 2.4.3. Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- 2.4.4. Accurate completion of entry and all other marks sheets and adherence to deadlines asset by the Exams Officer.

2.5. Assistant Principal – Post 16

Guidance and careers information

2.6. Teachers

2.6.1. Administration of access arrangements (as soon as possible after the start of the course.

2.6.2. Submission of candidates' names to Curriculum Directors.

2.7. SENCO

2.7.1. Administration of access arrangements.

2.7.2. Identification and testing of candidates, requirements for access arrangements.

2.7.3. 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.

2.8. Lead Invigilator/Invigilators

2.8.1 Collection of exam papers and other material from the exams office before the start of the exam.

2.8.2. Preparing the Exam Venues on the morning of the exam in readiness for the Candidates

2.8.3. Assuring exams are run in accordance with the regulations of the JCQ.

2.8.4. Collection of all exam papers in the correct order at the end of the exam and return them to the Exams Office.

2.8.5. Undertake any post exam administration as requested by the Exams Officer e.g. checking registers and packing exams scripts to be sent off for marking.

2.9. Candidates

2.9.1. Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

3. The Statutory Tests and Qualifications Offered

3.1 The statutory tests and qualifications offered at this centre are decided by the Principal of Centre, Assistant Principal and the Curriculum Directors.

3.2. The statutory tests and qualifications offered are GCSE/GCE/Vocational as appropriate.

3.3 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 office must be informed via the annual collection of the departmental estimated/provisional entries sheet issued by the exams office during the Summer Term.

3.4. Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, heads of subject and the Assistant Principal.

3.5. At Key Stage 3

All candidates will receive Teacher Assessed grades for English, Mathematics, Science, ICT and the Foundation subjects they study. The Academy will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

3.6. At Key Stage 4

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

4. Exam Seasons and Timetables

4.1. Exam Seasons

4.1.1. Internal exams are scheduled throughout the year and on a year by year basis.

4.1.2. External exams are scheduled in November and June in line with Curriculum Directors requirements and national exam availability.

4.2. Timetables

Once confirmed, the exams officer will circulate the exam timetables for both internal and external exams.

5. Entries, Entry Details and Late Entries

5.1. Entries

5.1.1. Candidates are selected for their exam entries by the Curriculum Directors and the subject teachers with authorisation by the Assistant Principal.

5.1.3. The Centre does not accept entries from external candidates.

5.2. Late Entries

5.2.1. Entry deadlines are authorised by the Assistant Principal, Curriculum Directors and exams officer.

6. Exam Fees

- 6.1 The centre will pay all normal exam fees on behalf of candidates.
- 6.2 Late entry or amendment fees are paid by the centre
- 6.3 Candidates or departments will not be charged for changes of tier or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. Any penalties applied by an awarding body will be charged to the department involved if these have resulted from failure to meet internal deadlines.
- 6.4 Parents/Carers of candidates failing to sit an exam paper without justifiable reason (e.g. a certified medical reason) will be required to pay the exam entry costs for the missed examination.

7. Examination Entries

- 7.1. A charge will be levied to the respective department in respect of examination entries for pupils where the Academy has not prepared the pupil for the examination.
- 7.2. A charge will be levied to parents/carers in respect of examination entries for pupils where:
 - 7.2.1. the Academy can evidence that it has adequately prepared the pupil for the examination.
 - 7.2.2. it considers that, for educational reasons, the pupil should not be entered; and
 - 7.2.3. the student's parent/carer wishes the pupil to be entered. (Or pupil him/herself when over 18 years of age).
- 7.3. In these circumstances, if the pupil subsequently passes the examination, the Academy may refund the cost.
- 7.4. A charge may be levied for pupils resitting an examination.
- 7.5. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the Academy paid or agreed to pay the entry fee.
- 7.6. The charge levied will be the cost of the examination entry, plus any applicable centre fee.

8. The Equality Act 2012 (Special Needs and Access Arrangements)

8.1. Equality Act

The Equality Act 2010 extends to all general and vocational qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

8.2. Special Needs

8.2.1. A candidate's special needs requirements are determined by the SENCO, doctor and educational psychologist or other recognised medical agencies.

8.2.2. 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.

8.3. Access Arrangements

8.3.1. Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

8.3.2. Submitting completed access arrangement applications to the awarding bodies and maintaining a record of the outcome is the responsibility of the exams officer.

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

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

9. Estimated Grades

The Curriculum Directors will submit estimated grades to the exams officer when requested by the exams officer

10. Managing Invigilators and Exam Days

10.1. Managing Invigilators

10.1.1. External invigilators will be used for internal exams and external exams.

10.1.2. The recruitment of invigilators is the responsibility of the exams office.

10.1.3. Securing the necessary Disclosure Barring Service clearance for new invigilators is the responsibility of the centre administration.

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

- 10.1.5. Invigilators are timetabled and briefed by the exams office.
- 10.1.6. Invigilators' rates of pay are set by the centre administration.

10.2 Exam Days

- 10.2.1 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.
- 10.2.2. Site management is responsible for setting up the allocated rooms as instructed by the Exams Officer.
- 10.2.3. The Lead Invigilator will start all exams in accordance with JCQ guidelines.
- 10.2.4. In practical exams subject teachers may be on hand in case of any technical difficulties in accordance with JCQ regulations.
- 10.2.5. Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.
- 10.2.6. Exam papers will be distributed to Curriculum Directors in accordance with JCQ regulations.

11. Candidates, Clash Candidates and Special Consideration

11.1. Candidates

- 11.1.1 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- 11.1.2. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 11.1.3. 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.
- 11.1.4. The Exams Officer will attempt to contact any candidate who is not present at the start of the exam and deal with them in accordance with JCQ guidelines.

11.2 Clash Candidates

11.2.1. The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

11.3. Special Consideration

11.3.1. 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 Exams Invigilator to that effect.

11.3.2. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

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

12. Coursework and Appeals Against Internal Assessments (See also separate Controlled Assessment Policy)

12.1 Coursework/Controlled Assessments

12.1.1 Candidates who have to prepare coursework/controlled assessments should do so by the end of the course.

12.1.2. Curriculum Directors will ensure all coursework/controlled assessment is conducted and stored in accordance with JCQ regulations and is ready for despatch by the Exams Officer at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

12.1.3. Marks for all internally assessed work and estimated grades are given to the Exams Office by the Curriculum Directors.

12.2. Appeals Against Internal Assessments (See also separate Exams internal Assessment and Internal Appeals Policy)

12.2.1. The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office. The main points are:

12.2.2. 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;

12.2.3. candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;

12.2.4. appeals should be made in writing no later than 30th June to the Head of Centre (or other nominee) who will decide whether the process used confirmed to the necessary requirements;

12.2.5. the Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

13. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

13.1 Results

13.1.1. Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelopes).

13.1.2. Arrangements for the Academy to be open on results days are made by the Senior Leadership Team

13.1.3. The provision of staff on results days is the responsibility of the Senior Leadership Team.

13.2 EARs

13.2.1. EARs may be requested by Curriculum Directors or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Exams Officer, Curriculum Director and Principal of Centre will investigate the feasibility of asking for a remark at the centre's expense.

13.2.2. 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 Curriculum Directors, they will be charged.

14.1 ATS

14.1.1. After the release of results, candidates may ask Curriculum Directors to request the return of papers within three days' scrutiny of the results.

14.1.2. Curriculum Directors may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

14.1.3. GCSE re-marks cannot be applied for once a script has been returned.

(See also Section 6: Exam Fees)

15. Certificates

15.1. Certificates are collected and signed for.

- 15.2. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in letter form by the candidate and have shown photographic proof of ID.
- 15.3. If, after the Certificates have been given over to the candidates, a certificate become lost or damaged, it is the responsibility of the candidate to contact the appropriate Exam Board to obtain a replacement and to pay the costs incurred.
- 15.4. The Academy retains certificates for a minimum of one year. After such period they may be destroyed confidentially with a record maintained of those destroyed or returned to the relevant Exam Board. The Academy will, however, endeavour to keep certificates for as long as possible, where storage space is available.

16. BCS Quality Assurance

- 16.1 The Centre is committed to Quality Assurance and believes it is an integral part of the Centre's processes. The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- 16.2 The provision is regularly monitored and reviewed by your named quality assurance representative.
- 16.3 All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role
 - 16.3.1 All new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed.
 - 16.3.2 Existing invigilators will be observed conducting an assessment at least once a year.
- 16.4 Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- 16.5 The organisation's policy for Equal Opportunities is followed and monitored.
- 16.6 For manual testing and evidence based assessment:
- 16.7 An Internal Verification process is in place to ensure that consistent testing and assessment standards are maintained by cross-marking. Internal Verification is carried out on an on-going basis.
 - 16.7.1 All cases of borderline achievement are Internally Verified.
 - 16.7.2 At least 10% of other assessments are checked across all markers and modules.
 - 16.7.3 Where a new marker is assessing, all work is double marked until the Centre Manager is satisfied with the standard.
 - 16.7.4 Internal Verification is recorded on Learner work and records and on central recording systems.

