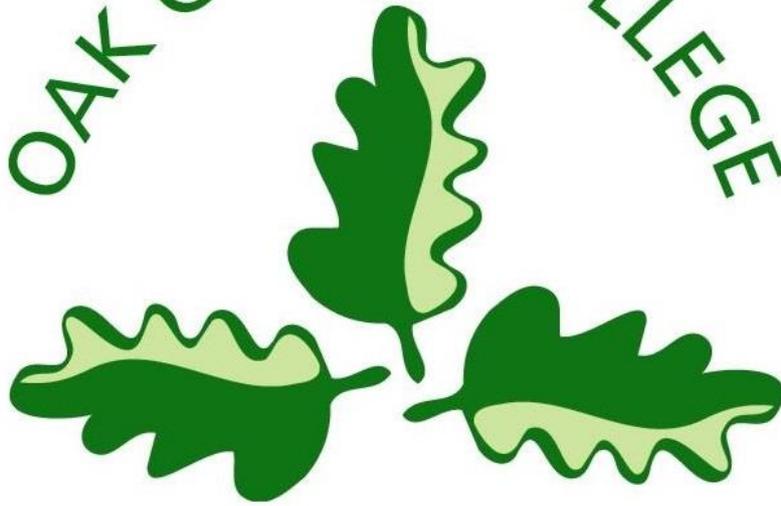


OAK GROVE COLLEGE



Everyone matters, every day counts

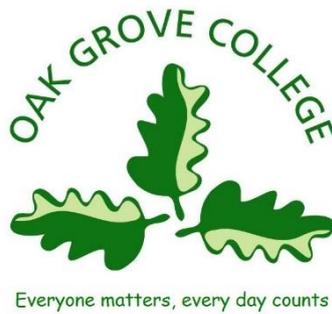
# Exam Policy

Policy created:

Policy first adopted:

Signed chair of Management Committee:

Re-adopted & signed: based upon current JCQ guidance - March 2018



## Exam Policy

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## The 11-19 exam 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 Head of Centre, Senior Leadership Team and Exams Officer.

### Exam responsibilities

The Head of Centre:

Having overall responsibility for the school as an exam centre:

- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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 office manager/exams officer

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, 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 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.
- identifies and manages exam timetable clashes.
- ensures candidates' coursework/controlled assessments marks are submitted, 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.
- The complex needs co-ordinator will process candidates for access arrangements and notify the exams officer in good time so that they can put in place exam day arrangements.
- The finance officer will account for income and expenditures relating to all exam costs/charges.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course). This must specify which access arrangements each candidate needs otherwise it will be assumed that they will only require 25% extra time.
- Students signing Data Protection forms for Access Arrangements.
- Submission of candidates' names to exams officer
- Supplying information on entries, controlled assessments as required by the head of department and/or exams officer

The Complex Needs Co-ordinator is responsible for:

- Making application for access arrangements of candidates as identified by Lead Teachers, collating EHCPs as evidence for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day 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.
- Process any necessary applications in order to gain approval (if required)
- Keeping required records for JCQ inspection of Access Arrangements.

Lead invigilator/invigilators are responsible for:

- 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 ensuring their return to the exams office.
- Assisting the exam officer in the efficient running of exams according to JCQ regulations.

- Reception staff are responsible for reporting immediately to Exams Officer that papers have arrived, so this ensures they are stored away immediately.

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.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

## Qualifications offered

The qualifications offered at this centre are decided by the heads of subject.

The qualifications offered are:

**Edexcel**      **GCSE Mathematics: Entry Level Mathematics and Functional Skills Maths. Functional Skills Entry Level English.**

**Edexcel**      **BTEC Performing Arts: Construction: Land-Based Studies: Vocational Studies: Introduction to the Hospitality Industry. Entry Level History**

**AQA**          **Functional Skills English: Entry Level Science, GCSE Biology, DT and Art Unit Award scheme.**

**OCR**          **Entry Level Computing, Entry Level English and Maths, Entry Level PE**

**City & Guilds Maths and English**

**WJEC**          **Award in Creative, Media and Performing Arts. GCSE English Language**

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 October half term.

Informing the exams office of changes to a specification is the responsibility of the heads of subject.

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

## Exam seasons

External exams and assessments are scheduled in May and June.

## Timetable

Once confirmed, the exams officer will circulate the exam timetable for external exams.

## **Entries, entry details and late entries**

The QCA recommends the use of the exam fees estimator tool and the exemplar case study reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by subject teachers.

Candidates or parents/carers cannot 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.

Heads of department/subject teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e late) require authorisation, in writing, of Heads of Department.

Entry deadlines are circulated to heads of department via email.

GCSE retakes are allowed.

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

## **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 actions well in advance of 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.

Re-sit 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.

## Disability Discrimination Act 2010 & Equality Act 2010

All exam centre staff must ensure that meet the requirements of 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.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCA website.

The Equality Act 2010\* requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper, which would be a reasonable adjustment for a vision-impaired person who could read Braille.

A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled candidate/learner;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; or
- affects the security and integrity of the assessment.

This is because the adjustment is not "reasonable".

In most cases it will not be reasonable for adjustments to be made to assessment objectives within a qualification. To do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the candidate. There is no duty to make adjustments, which the qualifications regulators have specified should not be made.

## **Access arrangements**

Subject teachers will inform the Complex Needs Co-ordinator of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Complex Needs Coordinator 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 specialist teacher.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the Complex Needs Co-ordinator.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Complex Needs Co-ordinator.

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

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations will be organised by the subject teacher with the exams officer.

## **Contingency planning**

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

Contingency plans are available via Central Resources Library and are in line with the guidance provided by JCQ and awarding organisations.

## **Estimated grades**

The subject teacher is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **Managing invigilators**

School staff are used to invigilate examinations.

In the event of extra staff being needed, recruitment of additional invigilators is the responsibility of the centre administration. Invigilators rates of pay are set by the centre administration.

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

DBS fees for securing such clearance are paid by the West Sussex County Council.

Invigilators are timetabled, trained and briefed by the head of centre.

Additional invigilators should be deployed at the head of centre's discretion to ensure the supervision of candidates is maintained at all times.

## **Malpractice**

The Head of Centre in consultation with the Senior Leadership Team is responsible for investigating suspected malpractice.

## **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.

Premises staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The lead invigilator 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 or sections are to be attempted. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room 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 heads of department in accordance with JCQ's recommendations and no later than 2 hours after candidates have completed them.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

If candidates are taking two or more examinations in a session, you may decide the order in which to hold them. You may also give candidates a short supervised break between papers within a session. During the short supervised break candidates must remain under formal exam conditions within the examination room whilst their scripts are being collected.

After an exam the exams officer will arrange for the safe despatch of completed examination scripts to awarding bodies.

## **Candidates**

The exams officer will provide written information to candidates in advance on each exam series. A formal briefing session for candidates may be given by the Head of Centre.

The centres published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices, including Smart watches, apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In the 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 or senior invigilator.

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

Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The subject teacher is responsible for handling late or absent candidates on exam day or subsequently.

## **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's, 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 replaces the largely discontinued term coursework**

It is the duty of 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.

Oak Grove College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Appeals against internal assessments must be made before the end of the first week in May of the year in which the internal assessment was undertaken.

## **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

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

Candidates will receive individual result slips on results days. If not collected then results will be sent by post to their home address.

Arrangements for the centre to be open on results days are made by the Head of Centre and Premises Team.

### **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 re-moderation of internally assess work may be submitted without the consent of the group of candidates.

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.

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.

### **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.

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

## Certificates

Certificates are collected and signed for.

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

The centre retains certificates for one year after which they will be shredded. A record of all certificates destroyed by the centre will be kept for a further period of four years from the date of their destruction.

Head of centre \_\_\_\_\_ Exams officer \_\_\_\_\_

Date \_\_\_\_\_

The policy is next due for review on in March 2019