**Ashley School Exam Policy**

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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.

The exam policy will be reviewed by the Examination Officer annually.

**Exam Responsibilities**

# Head of Centre

* overall responsibility for the school as an exam centre
* advises on appeals
* is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - *Suspected malpractice in examinations and assessments*

# Examination Officer

Manages the administration of public and internal exams

* advises the Senior Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
* 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 controlled assessments are completed on time and in accordance with JCQ guidelines;
* ensuring that 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 ;
* administers access arrangements and makes applications for special consideration using the JCQ publications *Access arrangements and reasonable adjustments*
* identifies and manages exam timetable clashes;
* accounts for income and expenditures relating to all exam costs/charges ;
* is responsible for the training and monitoring of exam invigilators;
* order materials required by the appropriate awarding bodies correctly and on schedule;
* return controlled assessment samples to departments following moderation;
* arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests;
* maintain systems and processes to support the timely entry of candidates for their exams;
* ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them;
* issues to candidates the required JCQ notices and information;
* prepares candidates for the exams through assemblies focussing on exam conduct;
* advises on re-·marks;
* ensures pupils enter and leave exam halls in an orderly manner;
* liaise with Head of Subject to agree timescales and responsibilities in relation to onscreen exams;
* maintain the security of downloaded test materials in accordance with the instructions provided by the relevant Awarding Body;
* advise and support Head of Subject in ensuring that the security of controlled assessments conducted onscreen are maintained;
* provide support during the exam season(s) for pupils approved to use lap tops;
* identification and 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;
* collection of exam papers and other material from the Exams Manager 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;

# Senior Leadership Team

* organisation of teaching and learning ;
* external validation of courses followed at Key Stage 4;

# Heads of Subject

* guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
* ensure that Exam Officer is given adequate notice of any ICT requirements for controlled assessments/ onscreen exams;
* involvement in post-results procedures;
* accurate completion of coursework mark sheets and declaration sheets;
* accurate completion of entries (on correct forms) and all other mark sheets and adherence to deadlines as set by the exam board and the Examination Officer;
* advise Exams Officer of any change to syllabus/specification;

# Teachers

* notification of access arrangements requirements (as soon as possible at the start of teaching the course);
* submission of candidates' names and details to Examination Officer

# Qualifications Offered

The qualifications offered at this centre are decided by the Heads of Subject and Senior Leadership Team.

The qualifications currently offered are Functional skills (Entry Level, Level 1 and Level 2), GCSEs, Entry Levels and Entry Level Pathways.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Parents/Carers and Head of Subject.

**Exam Seasons and Timetables**

**Exam Seasons**

Internal exams and assessments are scheduled in January

External exams and assessments are scheduled in November , March, May and June.

Internal exams for KS4 pupils are held under external exam conditions.

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

# Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for both Internal and External exams.

**Entries, entry details and late entries**

**Entries**

Candidates are selected for their exam entries by the Subject teachers.

The centre does not accept entries from external candidates.

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

**Late entries**

Late entries are authorised by Head of Centre and the Exams Officer.

**Exam fees**

Candidates or departments will not be charged for changes of tier or

withdrawals made by the proper procedures or alteration arising from

administrative processes provided these are made within the time allowed

by the awarding bodies.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are 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 controlled assessment requirements without medical

evidence or evidence of other mitigating circumstances.

**Disability and Equality Act 2010, special needs and access**

**Arrangements**

From 1 October 2010, the Equality Act replaced most of the Disability

Discrimination Act (DDA). However, the Disability Equality Duty (DED) in

the DDA continues to apply.

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

Public Sector Equality Duty which came into force on the 5th April 2011

and the Disability Equality Duty that was contained within the Disability

Discrimination Act (DDA).

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 requirements of the Disability and Equality Act by

ensuring that the exams centre is accessible and improving candidate

experience. This is the responsibility of the Head of Centre.

# Access arrangements

# Making access arrangements for candidates to take exams is the

responsibility of the exams officer (notification of access arrangements requirements must be given to the exams officer at the beginning of the course being taught)

Submitting completed access arrangement applications to the awarding

bodies is the responsibility of the Exams Officer under the direction of

the head of centre.

Rooming for access arrangement candidates will be arranged by the

Exams Officer.

Invigilation for access arrangement candidates will be organised by the

Exams Officer.

Support for access arrangement candidates will be organised by the

Exams Officer.

**Exams officer**

Understands the contents of annually updated JCQ publications including:

Access Arrangements

The Exams Officer ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

Please refer to the centre’s separate Access Arrangements policy

# Contingency planning

# Contingency planning for exams administration is the responsibility of the Exams Officer.

# Estimated grades

# Head of Subject are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

# Managing invigilators and exam days

# Internal invigilators are used to invigilate internal and external examinations.

**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 invigilators.

Site management is responsible for setting up the allocated rooms.

The Exams Officer will start all exams in accordance with JCQ

guidelines.

Subject staff will not have access to the exam paper unless specifically requested by the Exams Officer or an invigilator.

If approved by the Head of Centre subject staff may be present at the start of the exam to assist with identification of candidates but must not:

* communicate with candidates;
* coach candidates;
* advise/remind candidates which questions or sections of the question paper are to be attempted;
* enter the examination room and approach candidates , either to prompt them to make an attempt at the examination or to provide support and encouragement;
* enter the examination room and read candidates' scripts;

If approved by the Head of Centre a relevant subject teacher may be

available to read out any subject-spec iific instructions if required.

Papers will be distributed to subject leaders 24 hours after the published

finishing time for the exam or once the exam papers have been

despatched to the examiner whichever is later.

**Candidates, clash candidates and special consideration**

**Candidates**

The centre's published rules on acceptable dress, behaviour and

candidates' use ofmobile phones and other electronic devices apply at

all times.

Candidates' personal belongings remain their own responsibility and the

centre a'ccepts no liability for their loss or damage.

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 lead invigilator.

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 dealing with late or absent

candidates on exam days.

In the event of the fire alarm sounding during an examination candidates

should remain seated and await instructions from the examination

invigilators. If it is necessary to evacuate the room candidates will be asked

to leave in silence, in the order in which they are sitting and escorted to a

designated assembly point.

Candidates must not attempt to communicate with anyone else during the

evacuation. When candidates return to the exam room they should not start

writing until the invigilator gives instructions to do so. Candidates will be

allowed the full working time for the examination and a report will be sent to

the awarding body detailing the incident.

**Clash candidates**

For clash candidates, the supervision of escorts, identifying a secure venue

and arranging overnight supervision is the responsibility of the Exams

Manager.

**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 their doctor.

The Exams Officer will then forward a completed special consideration

form to the relevant awarding body within seven days of the exam.

# Controlled Assessment coursework/internal assessment and appeals against assessment

Controlled Assessment replaces the largely discontinued term

coursework

It is the duty of Head of Subject to ensure that all controlled

assessment/coursework/internal assessment is ready for despatch at the

correct time. The Exams Officer/School Office will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The full process for managing controlled assessment is detailed in

separate controlled assessment policy. This will be distributed annually to

teaching staff by the Exams Officer.

# Marks and appeals

# Marks for all internally assessed work and estimated grades are provided to the Exams Officer by the subject teachers , Heads of Subject.

# Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject

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 controlled assessment/coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification; •
* appeals should be made in writing at least two weeks before the date of the last externally assessed paper of the series to the Examination Officer for investigation;
* the appellant will be informed in writing of the outcome of the appeal and recorded for awarding body inspection ;

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

Candidates will receive individual result slips on results days, either in person

at the centre or by post to their home addresses.

The provision of staff on results days is the responsibility of the Senior

Leadership Team.

**EaRS**

The procedure for requesting enquiries about results is documented in full in the Examination Internal Appeal policy.

The main points are:

* enquiries about results (EaRs) may be requested by Head of Subject if there are reasonable grounds for believing there has been an error in marking;
* the request must be supported by the senior leader
* candidates wishing to request a re-mark against the advice of the relevant Head of Subject may proceed with the EaR but all costs involved must be paid by the candidate at the time the EaR is made;
* the candidates consent is required before any EAR is requested ;

# ATS

After the release of results, candidates may ask subject staff to request the return of papers.

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 presented in person or 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 six years.