

# **Chew Valley 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.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the Head of Centre, Deputy Head, Exams Officer and the Governors.

## **1. Exam Responsibilities**

Exams Officer on behalf of the Head of Centre

Overall responsibility for the school/college 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

- 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
- assists Deputy Head with analysis of exam results
- 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 recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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

### **Deputy Head**

- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16
- Analysis of exam results with the assistance of Exams Officer

### **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

### **Head of 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 Heads of Department/Faculty

## **SENCO**

- Administration of Access Arrangements
- 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

### **Lead Invigilator/Invigilators**

- 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
- Supervision of clash candidates on the Centre's behalf

### **Candidates**

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

## **2. The Statutory Tests and Qualifications Offered**

The Head of Centre, Deputy Head, Heads of Curriculum, Heads of Subject and the Heads of Department decide upon the syllabus to be taught.

The statutory tests and qualifications offered are GCSE, A levels, AS levels, BTEC OCR Nationals and ASDAN.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there will be a change of syllabus from the previous year, the Exams Office must be informed during term 6 prior to the commencement of the new course.

### **At Key Stage 3**

Candidates are assessed by internal examination and teacher assessment at Key Stage 3.

### **At Key Stage 4**

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

### **At Post-16**

It is expected that AS modules will be completed during year 12 and proceed to A2 in Year 13. Some Year 13 students may be advised to enter for additional AS examinations rather than continue with 3 A2 subjects.

## **3. Exam Seasons and Timetables**

### **3.1 Exam Seasons**

For Year 11 candidates internal exams are scheduled in December.

External exams are scheduled in November, January, March and June.

All internal exams are held under external exam conditions.

Which exam series are used in the Centre is decided by the Heads of Faculty and the Heads of Subject.

### **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 Re-takes**

### **4.1 Entries**

Candidates are selected for their exam entries by the Heads of Faculty, Heads of Department, and Subject Teachers. Alteration to tier of entry or withdrawal is made in consultation with subject staff/parents/carers and Heads of Year in the case of withdrawal of entry.

The Centre does not accept entries from external candidates.

#### 4.2 **Late entries**

Entry deadlines are circulated to Heads of Department via staff bulletin, staff briefing and marksheet folders.

Late entries are authorised by Heads of Subject, Heads of Department and Subject Teachers.

#### 4.3 **Retakes**

In Year 12 candidates are allowed to retake English Language and Mathematics GCSE.

AS/A2 retake decisions will be made in consultation with the candidates, head of post-16, Exams Officer, heads of department and the heads of subject.

### **5. Exam Fees**

GCSE initial registration and entry exam fees are paid by the Centre.

AS initial registration and entry exam fees are paid by the Centre.  
BTEC registration is paid for by the Centre.

A2 initial registration and entry exam fees are paid by the Centre.

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.

Late entry or amendment fees are paid by the department.

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 candidates.

Candidates wishing to use the Centre to sit BMAT, HAT or similar will be required to pay the entry fee and the cost of external invigilation.

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.

## **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 SENCO and the educational psychologist / specialist teacher.

The SENCO will inform the Exams Officer of candidates with special educational needs who are embarking on a course leading to an exam. The Exams Officer can then inform individual staff of any Access Arrangements that individual candidates may be granted during the course and in the exam.

### **6.3 Access Arrangements**

Identifying the candidates eligible for Access Arrangements is the responsibility of the SENCO.

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 SENCO with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer. Centre funds invigilation of students on a School-Action Plus Register. SENCO funds students with statements.

## **7. Estimated Grades**

### **Estimated Grades**

The Heads of Faculty and the Heads of Subject will submit estimated grades to the Exams Officer when requested by the Exams Officer.

## **8. Managing Invigilators and Exams Days**

### **8.1 Managing Invigilators**

External invigilators will be used for all exam supervision.

The recruitment of invigilators is the responsibility of the Centre administration.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams Officer, Examination Secretary and Cover Manager. 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.

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 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 heads of department/faculty 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.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **9.2 Clash candidates**

The Exams Officer will be responsible, as necessary, for processing documentation to secure exam board permission for 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 Assessment**

### **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 office by the subject teachers, heads of subject and the heads of faculty.

The delivery and conduct of Controlled Assessment is detailed in a separate policy.

### **10.2 Appeals against internal assessments**

The Centre is obliged to publish a separate procedure on this subject, which is available, on application, from the Headteacher's PA.

The main points are:

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

Candidates may also appeal if they feel they have been disadvantaged by the process leading to an assessment

appeals should be made in writing by 30 June to the Head of Centre, 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 in person at the Centre / by post to their home addresses (candidates to provide sae). Results will not be given to a third party without prior permission of the candidate.

Results cannot be conveyed to the candidate by the exams office over the phone.

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

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

The Centre aggregates at the end of Year 12 for AS grades and Year 13 for A2 and additional AS subjects undertaken during Year 13.

### **11.2 ATS**

After the release of results, candidates, in consultation with subject staff, may request the return of papers within three days' scrutiny of the results. Candidates must make payment prior to ATS being actioned on their behalf.

Subject staff may request ATS for a group of candidates if there are reasonable grounds for believing an error has occurred. Departments meet the cost of this service from their assigned budget.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark. Candidate may be required to pay the costs incurred.

ATS service is not available for GCSE qualifications.

### 11.3 **EARs**

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

Payment and consent forms must be in place before an EAR is actioned. Candidates meet any charges incurred through EARs.

Centre staff may also request scripts for teaching purposes. Consent of candidates must be obtained beforehand.

GCSE/GCE re-marks cannot be applied for once an original script has been returned.

## **12. Certificates**

Certificates are presented in person and collected and signed for.

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 one year.

**Head of Centre**

**Exams Officer**

**Date**

The policy is next due for review in January 2013