



Holderness Academy
& Sixth Form College



THE CONSORTIUM
ACADEMY TRUST

Holderness Academy & Sixth Form College

Examination Policy and Procedures

Incorporating Examination Contingency Plan

Effective Date: October 2020

Date of minuted approval by the Board of Governors: 19 October 2020

Review Committee: Local Board

Review Date: Currently under review

Owner: Systems and Information Manager

1. Introduction

Holderness Academy and Sixth Form College reflects the instructions for conducting examinations' in accordance with the Joint Council for Qualifications (JCQ) and these regulations will prevail in circumstances for all external examinations unless directed otherwise by another awarding body. Pre-Public exams are considered practice for the 'real thing' and, as such, the school endeavours, as far as possible, to run them as an external examination.

2. Aims of the Policy

This Policy seeks to:

- Ensure the integrity and security of the Examinations in accordance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- Allow all students to access examinations.
- Ensure the JCQ General and Vocational Qualifications: Access Arrangements and Reasonable Adjustments are followed as applicable.
- Comply with Health and Safety regulations.
- Provide invigilators, in compliance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.

3. Qualifications Offered

All examinations offered at this centre have been approved by the relevant Awarding Organisations.

4. Access Arrangements

The Equality Act 2010 extends to General Qualifications to ensure that all students are given the

opportunity to access examinations on an equal footing with arrangements being made to ensure no one is advantaged or disadvantaged. The SENCO and Exams Officer will ensure that all access arrangements, reasonable adjustments and special consideration applications comply with the JCQ regulations. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy and procedure.

The Examinations Policy will be reviewed every year by the Systems and Information Manager

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

EXAMINATIONS PROCEDURES

Examination Responsibilities

The Head of Centre:

- ☐ Has overall responsibility for the school/college as an exams centre.
- ☐ Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document, suspected malpractice in examinations and assessments.
<https://www.jcq.org.uk/exams-office/malpractice>

Exams Officer¹:

- ☐ Manages the administration of internal exams and external exams.
- ☐ Advises the senior leadership team, teaching staff, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- ☐ Communicates regularly with staff concerning imminent deadlines and events.
- ☐ Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- ☐ Maintains systems and processes to support the timely entry of candidates for their exams.
- ☐ Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per exam board guidelines.
- ☐ Administers, with the SENCO, access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process; <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2017-2018>
- ☐ Identifies and manages exam timetable clashes.
- ☐ Accounts for income and expenditures relating to all exam costs/charges.
- ☐ Manages the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- ☐ Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Directors of Learning / Curriculum Area Leaders / Subject Leaders are responsible for:

- ☐ Guidance to candidates who are unsure about exams entries or amendments to entries.
- ☐ Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- ☐ Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- ☐ Decisions on post-results procedures/ remarks.

Teachers are responsible for:

- ☐ Supplying information on entries, coursework, controlled assessments and internal exams as required by Directors of Learning / Curriculum Area Leader / Subject Leaders and / or Exams Officer.

The Special Educational Needs Co-ordinator (SENCO) is responsible for:

- ☐ Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- ☐ Processing any necessary applications in order to gain approval (if required).
- ☐ Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

Invigilators are responsible for:

- ☒ Assisting the Exams Officer in the efficient running of exams according to JCQ regulations. ☒ Collection of all exam papers in the correct order at the end of the exam.

Candidates are responsible for:

- ☒ Checking their individual timetables and letting the Exams Officer know, as soon as possible, if there is an error with their 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.

Senior invigilator/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 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.

Exam series

Internal and External exam dates will be published as part of the school calendar and available on the school website.

Most Sixth Form and Year 11 Pre-Public exams will be held under exam conditions and will be invigilated by the invigilation team. All other pre public exams will be held in class rooms during timetabled lessons and will be invigilated by the relevant teachers.

External exams are mainly scheduled in the summer term. Written Level 2 BTECs are also available in January. The centre does run some computer based assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Curriculum Area Leader/Head of Department and the Exams Officer. Re-sits of on-demand tests can only be scheduled when the school has received the results of the previous test.

Exam timetables

Individual exam timetables will be given to candidates in February after the entry has been done to show the subjects and levels of paper that they are entered for. It is the responsibility of the student to let the Exams Officer know of any errors or omissions on their timetable. An additional timetable including seat numbers will be issued at the end of April / beginning of May.

The JCQ 'Information for Candidates' will be given out to students. In the case of BTEC external exams, students will be informed of the arrangements by letter or teacher responsible for the subject the dates that exams will take place

Entries, entry details, re-sits and late entries

Subject entry, or change of level is the responsibility of the Directors of Learning / Curriculum Area Leaders / Subject Leaders who should inform parents/carers and the candidate. The Directors of Learning / Curriculum Area Leaders / Subject Leaders will let the Exams Officer know, by email, if an entry needs

amending. Amendments will only be made if requested by the relevant Director of Learning / Curriculum Area Leader / Subject Leader.

It is school policy that students studying a subject will be entered for the relevant qualification. Should a Director of Learning / Curriculum Area Leader / Subject Leader wish to withdraw a student from entry for any reason they must speak to the Assistant Headteacher for 'Standards', who will let the Exams Officer know of the withdrawal, by email. The Head of Faculty / Curriculum Area Leader / Subject Leader should confirm the withdrawal to parents/carers and the candidate.

The centre does not accept entries from private candidates.

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

The first attempt for re-sit fees are paid by the centre for Mathematics and English Language only. Any other resit fees either first or second attempt are paid by candidate

Entry mark sheets will be created in December/early January of each year with a completion date of early February. The closing date for entries for GCSE and GCE exams is always 21 February, irrespective of what day of the week that is.

Re-sits for Sixth Form students are discussed at subject level and by Sixth Form staff. Any recommendations are subsequently discussed with the student. The decision to re-sit is the responsibility of the student and the current exam entry fee will be payable. The closing date for re-sit entries will be the end of January. Students resubmitting coursework/controlled assessment will need to liaise with their teachers to ensure that coursework is completed and handed in on time.

Students taking BTEC level 2 and level 3 courses may be offered an opportunity to re-sit their written paper in the January following their exam, if this is recommended by the teacher. This will also apply to students whose BTEC level 2 course include online tests.

Entries and amendments made after an awarding organisation's deadline (i.e. late) may be charged for by the exam board and require authorisation, by email, from the relevant Director of Learning / Curriculum Area Leader / Subject Leader.

Exam fees

Candidates or subjects 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 for each exams series.

Fee reimbursements may be sought from candidates if they fail to sit an exam without supporting evidence of good reason.

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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENCO will inform subject teachers and the Exams Officer of candidates with special educational needs or disabilities (SEND) and any special arrangements that individual candidates will need during the course and in any assessments/exams/pre public exams.

A candidate's access arrangements requirement is determined by the SENCO. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer, overseen by the SENCO.

Rooming for access arrangement candidates will be arranged by the Exams Officer in consultation with the SENCO.

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

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre, the Facilities Manager and the Exams Officer.

The Exam Contingency Plan for Holderness Academy and Sixth Form College is in line with the guidance provided by Ofqual, JCQ and the awarding organisations (Appendix A).

Emergency Evacuation

Dealing with emergency events is the responsibility of the Head of Centre, Facilities Manager, Exams Officer and invigilators.

Emergency evacuations and lockdown procedures must be dealt with in accordance with the Emergency Evacuation Procedure contained in Appendix B.

Managing Invigilators

External staff will be used to invigilate external examinations, including on-demand external exams. External staff will also be used to invigilate Year 11 pre public exams examinations.

Recruitment of invigilators is the responsibility of the Exams Officer.

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

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

Invigilators' rates of pay are set by East Riding of Yorkshire Council.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

Malpractice

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

Exam days

The Exams Officer will make the question papers, other exam stationery and materials available for the invigilator.

Facilities staff are responsible for setting up the allocated rooms and will be advised of requirements in advance by the Exams Officer.

Senior Invigilators will start and finish all exams in accordance with JCQ guidelines.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by any teachers or removed from the exam room before the end of a session. Papers will be distributed to CALs, in accordance with JCQ's recommendations, by the Exams Officer and no later than 24 hours after all candidates have completed them.

After each exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilators.

Procedure to verify the identity of all candidates

A Pastoral Manager will be present at the start of the exam to assist with identification of candidates. A desk label containing the student's name, candidate number and photo will be placed on their allocated desk during each exam to ensure that the student's identity can be verified by exam invigilators. 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.

Candidates

The Exams Officer will provide written information regarding exam start times, seating plans, what to do in case of illness etc. to candidates by way of an individual candidate timetable in advance of each exam series.

Students in Years 10 and 11 are to wear school uniform for all exams, even when Year 11 students are on study leave. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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 be handed in to the invigilators at the start of each exam, or left at home on exam days. All candidates are required to remove wristwatches and place them on the exam desk in view of the invigilator. The JCQ suggested wording for the invigilator's announcement, which includes asking candidates to check that they do not have any unauthorised materials, will be read at the start of each exam.

Candidates who arrive late to an exam, that is an hour after the published start time will, at the discretion of the Exams Officer, be allowed to sit the exam and be given the full time allowance for the exam for

candidates arriving after the times shown above the process described in the JCQ Instructions for Conducting Exams booklet must be followed.

Candidates are expected to stay for the full duration of the exam.

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

A Pastoral Manager will attend the start of each exam and make a note of any absent candidates. Pastoral Managers will then contact the candidates and get them into school for the exam, being aware of the time constraints.

Clash Candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and, where necessary, ensuring that parents/carers and candidates involved in overnight stays understand their responsibilities.

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 the centre's Exams 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 end of the exam series.

Internal Assessment and Appeals

Any appeals will be dealt with in accordance with the centre's Internal Assessment Appeals Procedure (IAAP) contained at Appendix C.

Results

Candidates will receive individual results slips on results days, between 9.30 am and 12 noon either

- ☐ in person at the Centre or
- ☐ given to another person provided written permission has been presented by the candidate to release the results and the named person brings in photographic evidence of their ID, or
- ☐ by post to their home address where candidates have provided a stamped, self-addressed envelope (envelopes are only posted on results day, so will not be received until the day after)

The results slip will be in the form of a centre produced document. Candidates will also receive information regarding the Enquiries about results services (EARs) offered by the exam boards.

Uncollected results slips will then be available for collection from the reception.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a remark 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.

Candidates can make a request for an EAR and this will be paid for by the candidate. The Exams Officer will process any remark request made by candidates; it is not the Exams Officer's responsibility to decide whether or not a remark is advisable.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Access to Scripts (ATS)

'Priority' copies of exam scripts for A level subjects can be requested up six working days after A Level results are issued to candidates. These will be received in school before the 20 September deadline for enquiries about results.

Candidates and centre staff may also request 'non-priority' copies of scripts/original scripts, for teaching and learning if the student gives signed written permission; these will only be issued by the exam boards after the 20 September remark deadline. Please note that even though the EAR documentation talks of 'original' scripts often a screen shot copy is sent. The difference from a priority script is the date of the request and the cost.

GCSE candidates can only request a remark of an examined unit and the same deadline dates apply as for A Levels.

An EAR cannot be applied for once a copy/original script has been returned.

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

Certificates

Exam certificates will be in school by early December.

- ☐ Students who leave school will be contacted by post to advise them of the arrangements for collecting their certificates
- ☐ Students in the Sixth form will be given the opportunity to collect their certificates from Sixth Form staff
- ☐ Year 11 students will receive their certificates from their tutors
- ☐ 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.

All certificates must be signed for.

The centre will retain certificates for 2 years only.

Lost or Misplaced Certificates

A new certificate will not be issued by an awarding organisation. To obtain details of their exam results students can either contact the relevant exam boards using their web sites or request a results letter on school headed notepaper.

APPENDIX A: Exams Contingency Plan (for internal use)

APPENDIX B: Emergency Evacuation Plan (for internal use) APPENDIX C: Internal Assessment Appeals Procedure

APPENDIX D: Internal Appeals Form

Appendix C : External Assessment Appeals Procedure

Holderness Academy and Sixth Form College is committed to ensuring that whenever its staff marks candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Holderness Academy and Sixth Form College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. Coursework cross moderation between schools must be organised where there are Sixth Form students travelling to other schools to study subjects taught in more than one centre.

1. Holderness Academy and Sixth Form 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. There is an administration charge for this at a cost of £40 per unit/component.
2. Holderness Academy and Sixth Form College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Holderness Academy and Sixth Form College will, having received a request for copies of materials, promptly make them available to the candidate.
4. Holderness Academy and Sixth Form College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Holderness Academy and Sixth Form College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing.
6. Holderness Academy and Sixth Form College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Holderness Academy and Sixth Form College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Holderness Academy and Sixth Form College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Holderness Academy and Sixth Form College will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is inline with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and the fees charged are provided by the Exams Officer.

The service, Enquiries About Results (EARs), may be requested by centre staff or candidates. (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the examinations officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form (Appendix D) at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form (Appendix C) should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

APPENDIX D: Internal Appeals Form

This form should be completed in all cases.

Please tick to indicate what the appeal is against:

- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results
- internally assessed marks

Name of Student		Date of birth	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Appeal against internally assessed marks

Declaration

I confirm I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date:

Appeal against the centre decision not to support an enquiry about results

Declaration

I am confirm I feel there are grounds to appeal against the centre's decision.

Signature:

Date:

Appeal against the outcome of an enquiry about results

Declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date:

This declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure