



Holderness Academy
& Sixth Form College



THE CONSORTIUM
ACADEMY TRUST

Holderness Academy & Sixth Form College

Exams Policy

Effective Date: April 2019

Date of minuted approval by the Board of Governors: 29 April 2019

Review Committee: Local Board

Review Date: April 2021

Owner: Systems and Information Manager

1. Rationale

The purpose of this exam policy is:

- To ensure the integrity, 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 Senior Leadership Team, Raising Standards Leader and Directors in accordance with the JCQ (Joint Council for Qualifications). The JCQ is a membership organisation comprising the seven largest providers of qualifications in the UK. Their website is www.jcq.org.uk.

2. Exam Responsibilities

SLT AH Standards, Systems and Information Manager and Exams officer manage the administration of public and internal exams as well as:

- advising 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
- 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
- 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

- administers access arrangements and makes applications for special consideration using the JCQ publications Access Arrangements, reasonable adjustments and special consideration for the current academic year
- identifies and manages exam timetable clashes
- authorises expenditure relating to all exam charges
- organises 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
- liaises across The Consortium to ensure that moderation and accurate entry details provide students with the best opportunity for equality and fairness
- maintains systems and processes to support the timely entry of candidates for their exams

Teachers are responsible for:

- Completing relevant entry and grade paperwork generated by the Assessment and Exams team within deadlines
- The Director of Learning Support (SENDSCO) is responsible for:
 - a. identification and testing of candidates, requirements for access arrangements.
 - b. 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 and throughout their exams.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they adhere to the rules and regulations as set down by the Centre, awarding bodies and the JCQ. The following relevant notices are displayed as appropriate during and prior to the exams:

Warning to candidates:

- Mobile phones
- Information for candidates:
- Timetable

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

3. Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by their subject teachers in consultation with Subject Leaders.

Every student who is being taught a subject will be entered for the most appropriate level of exam. Only by exception, after consultation with parents/carers, will the SLT AH Raising Standards decide that a student should not be entered for an exam or de-entered.

The Academy informs parents and students about examination entries via a Statement of Entry and default timetables, giving the date and session of each exam.

It remains the responsibility of the Subject Area to supervise all students in their subject, even if they have been de-entered from that subject.

Re-sits are allowed only after discussion between the students, Subject Leader and SLT. All re-sit fees must be paid for by the candidate at the prevailing rate.

It is expected that all students will be entered for the final examinations as linear courses at the end of Year 13 from September 2017, in all the subjects they have chosen.

Candidates or subject areas 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.

Fees

Initial (first time) entry exam fees are paid by the Centre. All re-sit fees must be paid for by the candidate. There may be exceptions as agreed by the Executive Headteacher for specific disadvantaged groups of learners.

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 coursework requirements without medical evidence or evidence of other mitigating circumstances.

4. Equality Act 2010

The centre will meet the disability provisions under the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Director of Learning Support and Facilities Manager. The Academy will look to make any reasonable adjustments in order to improve the candidate experience.

Access Arrangements

The Director of Learning Support will inform subject teachers of candidates with additional educational needs who are embarking on a course leading to an exam, and the date of that exam. The Director of Learning Support 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 Director of Learning Support following the relevant JCQ guidelines.

5. Contingency Planning

Contingency planning for exams administration is the responsibility of the Systems and Information Manager, with direction from AH Standards and Facilities Manager following JCQ regulations. A separate document is available for Contingency Planning.

6. Managing Invigilators

External and internal staff are used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer and Systems and Information Manager.

Invigilators are timetabled and briefed by the Exams Officer

7. Malpractice & suspected Plagiarism

The Executive Headteacher is responsible for investigating suspected malpractice. The Centre will follow the JCQ 'Suspected Malpractice in Examinations and Assessments'

8. Exam days

Subject staff may be present at the start of the exam prior to exam room entry to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

Only members of staff invited by the Executive Headteacher, Systems and Information Manager and Exams Officer may enter the examination room once set up of exams has taken place. Under no circumstances may ANY member of staff enter an examination room once live test papers are placed on desks without permission from the Executive Headteacher or Exams Officer.

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. Unused papers will be distributed to Subject Leaders after a period of 24 hours of the official start time has lapsed.

9. Candidates

Candidates must adhere to the specific regulations as set out by the awarding bodies and in line with JCQ regulations.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times, in conjunction and in addition to JCQ regulations. An exams booklet is issued to students in Year 11 prior to the start of the summer exams season.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. The centre will provide designated areas for storage of personal belongings during each exam.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Note: 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 handling late candidates on the day with the support of the relevant Pastoral Manager. Subsequently the Attendance and Welfare Manager is responsible for handling absentees.

For 'clash' candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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 Raising Standards Assistant, or the exam invigilator to that effect.

The candidate must support any special consideration claim with a completed JCQ self- certification form within three days of the exam. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam if appropriate, and fully supported by the Executive Headteacher.

10. Internal assessment (coursework)

The Exams Officer will despatch the relevant work and keep a record of each despatch, including the recipient details and the date and time sent.

11. Access to Fair Assessment

Our policy for Actively Promoting Equal Opportunities is based on the concepts of equality, diversity, clarity, consistency and openness. We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

All relevant staff are made aware of the contents and purpose of this Policy.

This policy is reviewed every two years and may be revised in response to feedback from students, teachers and external organisations.

What students can expect from us

- we aim to ensure that all assessment of work is carried out fairly and in keeping with awarding body's requirements
- all portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained
- Internal assessments will be carried out fairly and according to awarding body instructions
- Externally marked tests and exams will be according to the requirements of the awarding body

12. Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate Internal Appeals Procedure policy, available from the Exams Office.

13. Results and Post Results Services

Results days are notified by the JCQ. Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses. Candidates to provide self-addressed envelope or a previously notified nominee.

Arrangements for the centre to be open on results days are made by the Executive Headteacher and notified on the Academy's website as a minimum.

14. Enquiries about Results (EAR)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking, although final approval will be given by SLT AH Standards (GCSE) or Director of Key Stage 5 (A-Level). The candidate's consent is required in writing before any EAR is requested as the mark can go down as well as up. Fees to be paid by the candidate unless the Centre decides that a significant error has occurred. It is the responsibility of the Exams Officer to submit applications to the relevant board.

Individual candidates will be made aware that they are able to request a re-assessment of their examination grade and the process and associated costs to do this. The academy will facilitate where possible.

15. ATS - Access to Scripts

After the release of results, candidates may request the return of papers within a published set period. Fees to be paid by the candidate. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and filed.

The specific set timescales and set fees for all post results services are notified by the Centre prior to results day.

For a full and comprehensive guide to JCQ Post Results Services please refer to:

www.jcq.org.uk/exams-office/post-results-services

16. Certificates

Certificates are collected and signed for in person or a third party authorised nominee.

All references given in this policy can be found on the following website or hard copies are available from the Systems and Information Manager

17. Teachers sharing non-examination assessment material and candidates work

Centres must keep live non-examination assessment material and candidates work secure and confidential at all times whilst in their possession. Teaching staff must not share live non-examination assessments with candidates or post candidates' work on social media.

Teachers must remind candidates that they must not make their work available to others through any other medium or share their work on social media.

(Live non-examination assessment is defined as any work on a topic which has been set either by an awarding body or center for a current or future examination series, even if the work was completed in a previous year.)