

Belper School and Sixth Form Centre Examination Policy 2017 - 2018

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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 annually.

This exam policy will be reviewed by the Leadership Group and the Exams Officer.

1. Exam responsibilities

The Head of centre

- has overall responsibility for the school as an exam centre, 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*

The Exams Officer

- manages the administration of public and internal exams
- advises the Leadership group, subject and class teachers 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 internal assessment/coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- 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
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements, reasonable adjustments and special consideration*
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges
- organises the recruitment, training and monitoring of the Invigilation Team responsible for the conduct of exams
- collects statements and prepares reports for the Head of Centre of all suspicions of actual incidents of malpractice – referring to the JCQ *Suspected malpractice in examinations and assessments*
- submits candidates' Controlled Assessment Marks/Coursework Marks, track despatch and stores 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 The Leadership Group, any appeals/re-mark requests

Assistant Head (Learning and Teaching)

- organises teaching and learning
- manages external validation of courses followed at key stage 4 / key stage 5
- maintains the quality of BTEC Courses

Heads of Faculty

- informing the Exam Officer of Specification changes and Codes
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- accurate completion of Controlled Assessment mark sheets/Coursework and declaration sheets (relating to Internal Moderation)
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer

Teachers

- notification of access arrangements (as soon as possible after the start of the course)
- submission of candidate names on time to Heads of Faculty

Head of Learning Support is responsible for:

- identification and testing of candidates' requirements for access arrangements.
- The 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
- following all JCQ requirements
- providing and maintaining a positive and secure environment for Belper School students to achieve at the highest level

Candidates

- checking of entries
- understanding internal assessment/coursework regulations and signing a declaration that authenticates the work as their own
- attending exams on time and meeting the JCQ Regulations for all exams

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Faculty, in consultation with the Leadership Group. The qualifications offered are GCSE, AS/A2 GCE, BTEC and others as appropriate. 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 syllabus from the previous year, the Exams Officer must be informed before July as the new syllabus is taught in September. Informing the Exam Officer of changes to a specification is the responsibility of the Heads of Faculty. At Key Stage 4 all candidates will be entitled, and enabled to achieve an entry for qualifications from an external awarding body. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents, Head of Learning Support, Subject Teacher and Head of Faculty.

3. Exam seasons and timetables

Year 7 CATS Testing and Suffolk Reading Tests are scheduled within the 1st two weeks in September

Mock internal exams are scheduled in December (Y11) and in January (Y12/13)

External exams are scheduled in November, March and May/June

Internal Assessments are scheduled by the Heads of Faculty and taken in lessons

Information regarding Internal exams taken in exam condition will be made available on the Belper School website.

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

Candidates are selected for their exam entries by the Heads of Faculty and the subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre will only accept external entries from former candidates by negotiation.

Entry deadlines are circulated to Heads of Faculty via email and school bulletin

Late entries - Late entries are authorised by the Leadership Group in consultation with Heads of Faculties

Retakes - Retake decisions will be made in consultation with the candidates, Heads of Faculty and the Exams Officer.

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.

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

Late entry or amendment fees are paid either by the student, the subject department or exams office dependent on the reason for late entry.

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.

Enquiries about results/request of scripts - 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

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.

Special needs

A candidate's special needs requirements are determined by the Head of Learning Support and the educational psychologist / specialist teacher.

The Head of Learning Support will inform Heads of Faculty of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Head of Learning Support can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Head of Learning Support and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

The Exams Officer will arrange rooming for access arrangement candidates.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support with the Exams Officer.

7. Estimated Grades

The Course Co-ordinator will submit estimated grades to the Exams Officer as and when requested.

8. Managing invigilators and exam days

External invigilators will be used for exam supervision. They will be used for all exams.

The recruitment of invigilators is the responsibility of the exams office.

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 centre. Invigilators are timetabled and briefed by the exams office. Invigilators' rates of pay are set by the centre administration.

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.

In practical exams subject teachers may be on hand in case of any technical difficulties.

In the interest of security and to protect teachers from potential accusation of malpractice, subject staff should not enter the exam room or read the exam papers. Exam papers must not be removed from the exam room before the end of the session. Papers will be distributed to Heads of Faculty once papers are checked, bagged, labelled and safely stored in the exam office awaiting Parcelforce collection.

9. Exam Evacuation Procedure during exams

Should the Firm Alarm go off during an examination the students will be asked to put their pens down and wait for instruction from the Lead Invigilator.

Should students need to vacate the building they will be guided to the Redgra area at the back of the school.

Procedures will be carried out in accordance with JCQ guidelines and also the Belper School Exam Evacuation Policy.

10. Candidates, clash candidates and special consideration

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.

Clash candidates

The Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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 ten days of the exam.

11. Coursework and appeals against internal assessments

Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Faculty will ensure all internal assessment/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.

The subject teachers provide marks for all internally assessed work to the exams office.

Appeals against internal assessments.

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

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 coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by the end of the first week in May to the Exams Officer who will decide whether the process used conformed to the necessary requirements

12. Results, enquiries about results (EARs) and access to scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre or by post to their home addresses.

The Exams Officer makes arrangements for the school to be open on results days.

The provision of staff on results days is the responsibility of the Exams Officer.

Enquiries about Results (EARs)

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

When the centre does not uphold 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.

Access to Scripts (ATS)

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

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. Candidates can request remarks and return of scripts at their own expense within Board listed dates after 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.

13. Certificates

Certificates should be collected from Visitor Reception and signed for by the candidate. ID must be produced. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for five years.

Head of Centre – Martyn Cooper

Exams Officer – Joanne Smith