

Exams policy

Emmanuel Christian School



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Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Qualifications offered	4
4. Exam series	4
5. Exam timetables.....	5
6. Entries (including entry details and late entries)	5
7. Exam fees	5
8. Equalities.....	5
9. Access Arrangements	5
10. Contingency planning.....	6
11. Estimated grades	6
12. Managing invigilators	6
13. Malpractice.....	6
14. Exam days	6
15. Candidates	6
16. Special consideration	7
17. Internal assessment.....	7
18. Results and certificates	7
19. Certificates	8
20. ASDAN Internal Assessment Procedures.....	8
21. Monitoring and review	8

1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- › The planning and management of exams is conducted in the best interest of candidates
- › Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- › We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- › Has overall responsibility for the school as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Andy Harris.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of internal and external exams.
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and re-marks

Our exams officer is Libby Harris.

2.4 GCSE Subject Teachers and Head of KS4

GCSE Subject teachers and Head of KS4 are responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects
- › Advising the exams officer of entries for their subjects
- › Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- › Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- › Accurately completing coursework/controlled assessment mark sheets and declaration sheets

- › Decisions on post-results procedures
- › Supplying information about entries, coursework and controlled assessments as required by the head of KS4 and/or the exams officer

2.5 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- › Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- › 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 exam rooms

Our SENCO is Caroline Vickers.

2.6 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- › Assisting the exams officer to run exams efficiently, according to JCQ regulations
- › Collecting exam papers and other material from the exams office before the start of the exam
- › Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

2.7 Candidates

Candidates are responsible for:

- › Confirming and signing entries
- › Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- › Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The Senior Leadership team decides the qualifications we offer.

We offer the following types of qualifications:

- › GCSEs
- › Functional Skills

The subjects offered for these qualifications in any school year may be found in our prospectus.

If there will be a change to a specification for the next year, the exams office must be informed by 01/09/22.

Informing the exams office of changes to a specification is the responsibility of the SLT.

Decisions on whether a candidate should be entered for a particular subject will be taken by the head of KS4 in consultation with teachers and the SENCO.

4. Exam series

Internal exams (mock exams) and assessments are scheduled in January. Internal exams are held under external exam conditions.

External exams and assessments are scheduled in May/June (summer exam series).

The Headteacher and Head of KS4 decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis.

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

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

We accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email, noticeboard and the school intranet.

Subject teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the exams officer.

7. Exam fees

Candidates 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 action well in advance for each exams series.

GCSE entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are not sought from candidates if they fail to sit an exam

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examination Officer.

9. Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO in discussion with the subject teacher, Head of KS4 and student.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and teachers.

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

Room arrangements for candidates using access arrangements will be organised by the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Contingency plans are available via school intranet and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

11. Estimated grades

GCSE subject teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

Existing staff can be used to invigilate examinations that are not the subjects they teach and providing there are no other conflicts of interest. These invigilators will be used for internal exams and/or external exams.

Invigilators are timetabled, trained, and briefed by the Examinations Officer and head invigilator. Invigilators will also complete 'the exams office' online training.

13. Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The exams officer will:

- › Book all exam rooms (after liaising with other relevant users)
- › Make question papers, exam stationery and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements 30 days in advance.

The lead invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not be present at the start of the exam to assist with identification of candidates. 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.

In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).

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 the head of KS4 in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Examinations officer.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 devices with text or digital facilities including wireless ear pods.

Any precluded items must not be taken into the exam room.

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 invigilator.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The invigilator and or examination officer is responsible for handling late or absent candidates on exam day.

15.2 Private candidates

The head of centre and exams officer is responsible for managing private candidates.

15.3 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

17. Internal assessment

It is the duty of GCSE subject teachers to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by the subject teacher. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

Our internal appeals procedure can be found on the staff intranet.

18. Results and certificates

Candidates will receive individual result slips on results days in person at the centre or if not collected it will be sent by first class post. The results slip will be in the form of a downloaded exam board produced document.

Arrangements for the centre to be open on results days are made by the Examinations Officer.

The provision of the necessary staff on results days is the responsibility of the Examinations Officer. Dates of results days each year will be publicised for all candidates through letters home.

18.1 Enquiries about results (EARs)

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.

The cost of EARs will be paid by the centre or candidate depending on the reasons for the request.

All decisions on whether to make an application for an EAR will be made in consultation with the Head of Centre, Head of KS4 and the student's parents / guardians.

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

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre or candidate depending on the reasons for the request.

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

19. Certificates

Candidates will be notified when their certificates are available to collect. 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 that confirms who they are.

The centre retains certificates for 5 years if not collected.

A new certificate will not be issued by an awarding organisation. A transcript may be issued if a candidate agrees to pay the costs incurred.

20. ASDAN Internal Assessment Procedures

It is essential that assessment decisions are in line with the qualification standards. All assessment criteria should be applied consistently for all candidates so that the final judgement is accurate, reliable and recorded.

Internal moderation should be on-going throughout the course, with feedback being given. There should be evidence of feedback being actioned where necessary.

Summative internal moderation must be carried out prior to candidates being entered for external moderation. Only those candidates who have fully met the standards should be entered for external moderation.

It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.

All assessment evidence, which has been internally moderated, must be kept onsite until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the awarding body.

21. Monitoring and review

This policy should be read in conjunction with:

- Suspected malpractice in examinations and assessments
- JCQ guidelines

The exams policy will be reviewed annually, by the Examination Officer in conjunction with the senior leadership team. This current review was completed in September 2022.