



FARNEY CLOSE SCHOOL

Examination Policy

Date Published	March 2018
Review Due	March 2020

What is the purpose of this exams policy?

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams 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 exams policy will be reviewed by the schools Deputy Head and the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Which members of staff have designated responsibilities?

The Head of school:

- Has overall responsibility for the school as an exam centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document.
- Suspected malpractice in examinations and assessments.

The Exams officer:

- Manages the administration of internal exams and external exams. Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre staff 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 exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are 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 and ensures that scripts are dispatched as per the guidelines.

- Administers Access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Speech and Language Therapist, any post results service requests.

Heads of department are responsible for:

- Guidance and pastoral oversight of 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.

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Identification and testing of candidates' requirements for Access arrangements and
- Notifying the exams officer in good time so that they are able to process 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.

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 exam 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 exam office.

Candidates are responsible for:

- Confirmation and signing.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the JCQ regulations.

What qualifications are offered?

The qualifications offered at this school are decided by the Deputy Head and Heads of Department. The types of qualifications offered are GCSE, Entry Level, Functional skills and Pathways. Subject heads inform the exams office of any changes to a specification.

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with the Head and Deputy Head.

What type of examinations will take place throughout the year?

Internal exams (mock or trial exams) and assessments are scheduled in the January of every year.

External exams and assessments are scheduled in the summer term.

Internal exams are held under external exam conditions for Years 9 – 11 in the spring term.

The heads of Department decide which exams are used in the school.

When will exam timetables be published?

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

How will exam entries, entry details and late entries be managed?

The school does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via internal post.

Heads of department 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 (i.e. late) require the authorisation, in writing, of Deputy Head of Centre and Exams Officer.

Will candidates have to pay for exam entries?

Candidates or departments will not be charged for exams

How will Equality Legislation affect examinations at the school?

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

What Access arrangements might be made?

The specialist teacher will inform subject teachers of candidate's special arrangements that will need during the course and in any assessments/exams.

A candidate's Access arrangements requirement is determined by the dyslexia specialist in consultation with the Deputy Head.

Ensuring there is appropriate evidence for a candidate's Access arrangement is the responsibility of the Dyslexia specialist.

Submitting completed Access arrangement applications to the awarding bodies is the responsibility of the specialist teacher and Exams Officer.

Rooming for Access arrangement candidates will be arranged by the Exams Officer.

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

How will estimated grades work?

Head of Department are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

How will invigilation be managed?

External staff will not be used to invigilate examinations.

Internally trained invigilators will be used to invigilate examinations.

Invigilators are trained, and briefed by the Exams Officer.

What are the arrangements for the evacuations from examinations in case of emergency?

If the fire alarm is sounded pupils will leave the examinations hall through the fire escape at the back of the hall. They will be kept separate from other pupils at the evacuation point and will not be permitted to have any conversation or contact with anyone. Once the drill is completed they will return to the hall to complete their examination. If they are not able to complete the examination then the papers will be collected and sent to the exam board with a full explanation of events and protocol. Times of evacuation are recorded and pupils allocated any differences at the end.

How will malpractice be dealt with?

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

What will happen on 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.

The Exams Officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may 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 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.

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

How will candidates be managed on exam days?

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

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room the candidate 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 not be taken into an 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 Exams Officer. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

What special consideration can be made?

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 Deputy Head and Exams Officer 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.

How will internal assessments be managed?

It is the duty of Heads of department to ensure that all internal assessments are 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 all internally assessed work are provided to the exam's office by the Head of Subject. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

How will candidates be informed of their exam results?

Candidates will receive individual result slips on results days, posted (first class) with proof of posting.

Pupils will be given opportunity to give written consent to having exams results sent to their parents at their home address. Where students do not give consent to this, the exam results will be sent by post to their home address in their name only.

The results slip will be in the form of a centre produced document.

How can enquiries be made about results?

The cost of enquiries will be paid by the centre. All decisions on whether to make an application for an enquiry will be made by Head and Deputy Head.

If a candidate's request for an enquiry is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document

All processing of enquiries will be the responsibility of the Head of Department, Deputy Head and Exams Officer following the JCQ guidance.

Certificates

Candidates will receive their certificates posted (first class) proof of posting.

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 7 years.

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