



Exams Policy

2020/21

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
	
Date of next review	November 2021

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1. The purpose of this exams policy is:

- 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 every two years or earlier if statutory changes are required.

The exams policy will be reviewed by the Head of Centre and Exams Officer and approved by the Board of Governors.

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

For ASDAN qualifications, further details can be found at [Policy, Procedure and Guidance on Malpractice and Maladministration for centres](#)

2. Exam responsibilities:

Exam days

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements 6 weeks in advance.

The exam officer/ invigilator will start and finish all exams in accordance with JCQ guidelines.

Senior Leadership Team 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 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 heads of department, in accordance with JCQ's recommendations, once all centre candidates have completed the exam and the completed papers have been packaged for collection.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

The Head of Centre:

- is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

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.
- 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.
- supports the SENCO in the administration of access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- organises the recruitment, training, and monitoring of a team of exams invigilators who are responsible for the conduct of exams.
- 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 SLT, any post results service requests.
- 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.

Exams Assistant:

- Assists the Exam Officer with the administration of internal/external exams
- Acts as contingency in the event of Exam Officer absence

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.

The **Special Educational Needs Coordinator (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
- 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.

Exams Assistant/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.

Candidates are responsible for:

- confirmation of 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.

Candidates should refer to the Blessed Edward Oldcorne Catholic College 'Information for Students 2019/20' document, in addition to the JCQ Information for Candidates documents <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

3. Qualifications offered

The qualifications offered at this centre are decided by the Curriculum Committee of the Board of Governors.

The types of qualifications offered are GCSE, Cambridge National (CamNat), Technical Award, Entry Level Certificate and ASDAN qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 31st January.

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

Decisions on whether a candidate should be entered for a particular subject will be taken by Area Leader in consultation with the SLT.

Extra-curricular qualifications are offered at the discretion of the Head of Centre. Entry fees may be charged to parents/carers of candidates.

4. Exam series

Internal exams (mock exams) and assessments are scheduled throughout the academic year; Year 11 assessments take place in Autumn and Spring terms.

External exams and assessments are scheduled in June exam series, with some Non-Examination Assessments and CamNat exams also scheduled during the November & January exam series.

Internal exams are held under external exam conditions.

The Head of Centre *decides* which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Area Leader and Principal.

Exam timetables

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

5. Entries, entry details and late entries

Candidates or parents/carers can request but not demand a subject entry, change of level or withdrawal.

The centre accepts entries from private candidates at the discretion of the Head of Centre.

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

Entry deadlines are circulated to heads of area via email and briefing meetings.

Heads of area 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, from the head of area.

GCSE re-sits/retakes are allowed.

Re-sit decisions will be made by Area Leader in consultation with the Principal.

6. Exam fees

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.

The Exams Officer will publish the deadline for actions 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 department.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre, department or parents of candidates.

Candidates may be invoiced for entry fees and any additional costs incurred by the centre for extra-curricular qualifications, at the discretion of the Head of Centre.

7. 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.

8. 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.

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

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

9. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

Contingency plans are available via the Examination Officer *and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

10. Managing invigilators

Internal invigilation staff will be used to invigilate examinations.

Invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Head of Centre and Examination Officer. Invigilators' rates of pay are set by the Governors as per the pay policy.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head of Centre's Personal Assistant.

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

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

11. Candidates

The Exams Officer will provide written information to all candidates in advance of each exam series. A formal briefing session for candidates will be given by the Examination officer prior to their first GCSE exam.

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.

Nominated SLT will assist with the identification of candidates. A folder of student photographs is held in the main hall for reference. In the event that it is impossible to identify a candidate due to the wearing of religious clothing, the candidate may be taken to a private area by a member of staff of the same gender, and asked politely to remove the item for identification purposes.

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 not be taken into an exam room. Wrist watches must be removed during exams and placed on the desk.

Food is only permitted in the examination room at the discretion of the Examination Officer. Students wishing to bring food into exams should seek permission from the Examination Officer in advance.

Water bottles are permitted in the examination room on the condition that they are clear containers with any labels removed.

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 Area Leader/Deputy Principal or Examination Officer.

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

SLT and Examination Officer are responsible for handling late or absent candidates on exam day.

The Exam Officer will be informed of late arrivals. Invigilators will make a note of the time late candidates arrive, and check they have handed in their phone. Students arriving late to exams will be permitted to have the full allocated time to complete their exam. **The exam board may not accept scripts for marking for students who arrive late.** Very late arrivals are after 10.00am and after 2.30pm.

- **Clash candidates**

The Examination Officer will be responsible as necessary for supervising escorts and identifying a secure venue in the case of any clash examinations.

- **Private candidates**

Managing private candidates is the responsibility of the Examination Officer.

12. Malpractice

The Head of Centre in consultation with the SLT and Examination Officer are responsible for investigating suspected malpractice.

Suspected malpractice, either candidate or centre based, should be reported immediately to the Examination Officer. Individuals concerned will be informed that an investigation will take place and that they have a right to reply and/or appeal against any sanction imposed. Any allegations of malpractice will be treated confidentially.

Blessed Edward Oldcorne Catholic College will co-operate with the awarding bodies during any malpractice investigation. Following internal investigation, the Examination Officer will promptly submit statements and supporting evidence and information to the awarding body.

Individuals will be informed of malpractice decisions as soon as they are received from the awarding body.

The Examination Officer will retain records and documentation relating to malpractice securely until the end of the appeals period following results being issued

13. 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 Headteacher or Deputy Headteacher (Key Stage 4) to that effect.

The candidate must support any special consideration claim with appropriate evidence within **5** days of the exam.

The Examination Officer will make a special consideration application to the relevant awarding body ensuring awarding body deadlines are met.

14. Internal assessment

Marks for all internally assessed work are provided to the exams office by the Area Leader. The Examination 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.

15. Results

Candidates will receive individual results slips on results days, in one of the following ways:-

- in person at the centre;
- by post to their home address - candidates to provide a self-addressed envelope with postage paid;
- By email if requested by candidate in writing in advance.

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

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

Student results information is retained according to the college's data retention policy [Data Protection Policy].

16. Certificates

Candidates will receive their certificates in person at the centre; collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Certificates **will not** be posted to candidates, unless they provide a self-addressed envelope with postage paid in advance.

Blessed Edward Oldcorne Catholic College retains certificates for 5 years.

Replacement certificates can be issued by an awarding organisation if the candidate agrees to pay the costs incurred. This is arranged privately between the candidate and the awarding organisation.

17. Reviews of Results (RoRs)

RoRs may be requested by centre staff or the candidate following the release of results. A request for a review of marking 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.

When the RoR is requested by the candidate, the cost of RoRs will be paid by the candidate.

All decisions on whether to make an application for a RoR will be made by the Head of Centre.

If a candidate's request for a RoR 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 RoRs will be the responsibility of the Exams Officer, following the JCQ guidance.

18. Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 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 prior to a request being made to the awarding body.

A RoR cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the candidate, unless requested by the Centre.

Processing of requests for ATS will be the responsibility of the exam officer.