



# **The Gillford Centre**

## **Examination Policy**

### **2023– 2025**

**APPROVED BY <sup>1</sup>:**

**Name:** Cassandra Lowes

**Position:** Exams Officer

**Signed:**

**Date:** February 2023

**Review Date:** February 2025



## Contents

Exam Responsibilities	5
The statutory test and qualifications offered	6
Exam seasons and timetables	7
Entries, entry details, late entries and retakes	7
Exam fees	7
The Equality Act, special needs and access arrangements	8
Estimated grades	8
Managing invigilators and exam days	8
Candidates, clash candidates and special considerations	9
Coursework and appeals against internal assessments	10
Results, enquires about results (EARs) and access to scripts (ATS)	11
Certificates	11
Contingency planning	11

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
- To ensure the Centre complies with Joint Council for Qualifications regulations and awarding body guidelines

It is the responsibility of everyone involved in the Centre's exam process to read, understand and implement this policy.

This exam policy will be reviewed by the Headteacher, Senior Leadership Team and the Exam's Officer.

# 1. Exam responsibilities

## Head of Centre

Overall responsibility for the school as an exam Centre:

- Advises on appeals and re-marks
- The Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.
- Appoints a member of staff to provide analysis of exam results.

## Exams Officer

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject 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, management committee and candidates of an annual calendar for all exams in which candidates will be involved.
- Communications regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework and controlled assessment 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 make applications for special consideration using the JCQ Adjustments for candidates with disabilities and learning difficulties and the JCQ Guide to the special consideration process.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditure relating to all exam costs/ charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework and controlled assessment marks and requested work samples are submitted on schedule, and record returned work and any other material required by the appropriate awarding bodies correctly.
- Arranged for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/ re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

## KS4 Co-Ordinator

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures.
- Accurate completion of coursework and controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry, estimated grades 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).

## SENCO

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- 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

- Support the Exams Officer when preparing the examination rooms.
- Assist with the collection of exam papers and all relevant equipment from the exam's office prior to the examination.
- Supervise students and ensure JCQ 'Instructions for conducting examinations' are adhered to.
- Assist with the smooth and efficient running of the examinations.
- Collection of exam papers in the correct order at the end of the examination, and return to the exam's office.

## Candidates

- Confirmation and signing of entries.
- Ensure they know the date, time and location of all their exams.
- Understanding coursework and controlled assessment regulations and signing a declaration that authenticates the coursework or controlled assessment as their own.
- Ensure they abide by and are aware of the JCQ information for candidates for written and online examinations.
- Ensure they are aware of all the deadlines for coursework / controlled assessments, entries and post results requests and that they meet stated deadlines.

## 2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Headteacher.

The statutory tests and qualifications offered are Functional Skill, GCSE, BTEC, NVQ Level 1 and Level 2 in Performing Engineering Operations and Certificate and Diploma in Land based Operations.

The subjects offered for these qualifications in any academic year depend on the students who enrol with the school and which subjects they have studied with their previous mainstream school. If there has been a change of syllabus from the previous year, the Exams Officer must be informed as soon as the decision is made.

Informing the Exams Officer of changes to a syllabus is the responsibility of the Subject Leaders.

Decisions on whether a candidate should not be entered for a particular subject will be taken into consideration with the KS4 Co-Ordinator, Headteacher and candidates' parents.

### At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualification from an external awarding body.

### **3. Exam seasons and timetables**

#### **3.1 Exam Seasons**

Internal exams are scheduled in May and June.

Internal exams in Year 9, 10 and 11 are held under external exam conditions.

Which exam series are used in the Centre is decided by the Headteacher.

#### **3.2 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 and retakes**

#### **4.1 Entries**

It is the KS4 Co-Ordinators responsibility to check that all entry codes and details are correct and to advise the Exams Officer of any amendments.

It is the students' responsibility to check that all entries and personal details are correct and to advise the Exams Officer of any amendments by the stated deadlines.

Candidates are selected for their exam entries by the KS4 Co-ordinator.

A candidate or parent/ carer can request a subject entry, change of level or withdraw, which must be agreed by the KS4 Co-ordinator. Any entries requested by the student or parent/ carer and not supported by the KS4 Co-ordinator must be paid for by the student.

The Centre does not act as an exam Centre for other organisations.

#### **4.2 Late entries**

Entry deadlines are circulated to the KS4 Co-ordinator via email, notice-board in the staff room and staff briefing meetings.

Late entries are authorised by the KS4 Co-ordinator and will incur penalty fees from the awarding bodies which will be payable by the subject/ department.

### **5. Exam fees**

GCSE initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Candidates or departments will not be charged for changes to tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made with the time allowed by the awarding bodies which are displayed on the staff room notice-board.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/ controlled assessment requirements.

This fee reimbursement policy will be communicated in writing to candidates and parents/ carers at the start of GCSE courses.

Retake fees for first and any subsequent retakes are paid by the candidates.

Candidates must pay the fee for any enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2: Enquires about results [EARs]).

## **6. The Equality Act, special needs and access arrangements**

### **6.1 Equality Act**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All exam office staff must ensure that the access arrangements regulations and guidance are consistent with the law.

### **6.2 Special Needs**

A candidate's special needs requirements are determined by the SENCO.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform the Exams Officer and individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **6.3 Access Arrangements**

A candidate's access arrangements requirement is determined by the SENCO.

Making access arrangements for candidates to take exams is the responsibility of the SENCO.

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

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

Invigilation for access arrangement candidates will be organised by the Exams Officer.

Provision of support for candidates access arrangements is the responsibility of the SENCO as requested by the Exams Officer.

## **7. Estimated Grades**

The Subject Leader will submit estimated grades to the Exams Officer when requested by the Exams Officer, and exam boards.

## **8. Managing invigilators and exam days**

### **8.1 Managing Invigilators**

Internal invigilators will be used for exam supervision. They will be used for all external exams and internal exams as timetabled by the Exams Officer.



## **8.2 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 teaching staff and/ or administration staff are responsible for setting up the exam desk and chair requirements in allocated rooms.

The Exams Officer/ Lead Invigilator will start the exams in accordance with JCQ guidelines. Subject staff may be present prior to the start of the exam to assist with identification of candidates but will not be allowed to enter the exam room or advise on which questions are to be attempted.

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.

Papers will be distributed to Subject Leaders by the Exams Officer.

The Exams Officer is responsible for investigating suspected malpractice.

## **9. Candidates, clash candidates and special consideration**

### **9.1 Candidates**

The Centre's published rules on uniform, 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 are expected to stay for the full exam time at the discretion of the Exams Officer.

Candidates may only leave the exam room for a genuine purpose, as agreed by the Exams Officer, and will be accompanied by a member of the exam office staff and returned immediately to the exam room.

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.

### **9.2 Clash candidates**

The Exams Officer will be responsible for identifying clash candidates, arranging supervision with the Centre or arranging overnight supervision as necessary according to the JCQ 'Instructions for conducting exams.

### **9.3 Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the Exams Officer, Centre, or the exam invigilator, to the effect on the day of the exam.

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.

## **10. Coursework/ controlled assessment and appeals against internal assessments**

### **10.1 Coursework/ controlled assessment**

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

Subject Leaders will ensure all coursework/ controlled assessment is ready for dispatch, with an authentication form completed declaring that all work submitted is the candidates own work, at the correct time and the Exams Officer will keep a record of what has been sent when and to whom. Marks for all internally assessed work are provided to the exam's office by the Subject Leaders.

The Centre is obliged to publish a separate policy specifically for controlled assessments.

The main points are:

- It is the responsibility of the Subject Leader to obtain the controlled assessment task details from the exam boards.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exams Officer should be notified when high level-controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or email and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away, as above.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, the Exams Officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board via the Exams Officer.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam office by the appropriate date.

### **10.2 Appeals against internal assessment of work**

The Centre is obliged to publish a separate policy on this subject. 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 to the Head of the Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

## **11. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the Centre.

Third parties may collect candidates results only with prior written authorisation from the candidate to the Exams Officer.

Uncollected results will be posted to the candidates address on the school information system or kept in school for distribution at the beginning of the next school year.

Results will NOT be issued by telephone, email or text.

Arrangements for the school to be open on results days are made by the Head of Centre. The provision of the exam office staff on results days is the responsibility of the Exams Officer.

### **11.2 EARs**

Where a candidate is unhappy with the mark awarded for a particular externally marked exam unit, a clerical check or review of original marking may be requested via the Exams Officer. The candidate will be required to acknowledge that his/ her grade may be confirmed, raised and will be responsible for paying the relevant fee at the time of the request.

A review of marking may be requested by Centre staff, with the permission of the candidate, 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. (See section 5: Exam fees).

### **11.3 ATS**

Candidates may request the return of their exam scripts for which they will be charged the exam board fee.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Review of marking cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates are presented in person.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so.

AA transcript of results may be issued if a candidate agrees to pay the costs incurred. The Centre retains uncollected certificates for one year after which time they will be confidentially destroyed.

## **13. Contingency Planning**

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