



New Mills School

EXAMS POLICY

Revision	Authorised by	Date	Adopted by	Date
Draft	G Cash/ A Hesford	March 2015	FGB Min No.	18/03/2015
Review	C Jesson	February 2018	FGB Min No.13c	21/03/2018
Review	A Hesford	October 2018	FGB Min No 14e	11/10/2018

Revision	Date	Description of Changes
Draft	March 2015	New policy based on model template produced by DfE/NCTL
Review	February 2018	Updated to include reference to BTEC Policies
Review	October 2018	Updated re candidate identification

Signed:M Cole.....
Chair of Governors

Date:11/10/2018.....

New Mills School

Exams policy

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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.

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

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

Exam responsibilities

The Head of Centre:

- has overall responsibility for the school/college as an exams 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*.

Exams officer:

- manages the administration of internal exams and/or 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 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.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators 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.

FTL's 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 **SENCO/specialist teacher** 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.

Lead invigilator/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 and signing 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.

Qualifications offered

- The qualifications offered at this centre are decided by FTL's and SLT.
- The types of qualifications offered are GCSE's, BTEC's, and Technical Awards. Please see New Mills School BTEC Policies for BTEC specific guidance
- Informing the exams office of changes to a specification is the responsibility of the FTL
- Decisions on whether a candidate should be entered for a particular subject will be taken by FTL in consultation with SLT.

Exam series

- Internal exams (mock or trial exams) and assessments are scheduled in December and June/July
- Internal exams are held under external exam conditions
- External exams and assessments are scheduled in May/June.

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.

Entries, entry details and late entries

- Entry deadlines are circulated to FTL's via email, noticeboard and internal post.
- FTL's 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 FTL's
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The centre does not accept entries from private candidates.
- The centre does not act as an exams centre for other organisations.

Exam fees

- The exams officer will publish the deadline for actions well in advance for each exams series.
- All entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the department/candidates/centre (depending on the reason for the amendment).
- 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.
- 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

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 exams officer.

Access arrangements

- The SENCO/specialist teacher 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 specialist teacher.
- Ensuring there is appropriate evidence for a candidate's access arrangement 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 in collaboration with the SENDCO and other member of staff as required
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer and learning support lead.

Estimated grades

- FTL's are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

- External staff will be used to invigilate examinations.
- These invigilators will be used for internal trial exams and external exams.
- Recruitment of invigilators is the responsibility of the School Business Manager / Exams Officer.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the School Business Manager / Head's PA.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators' rates of pay are set by Derbyshire County Council.
- Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice

- The head of centre in consultation with the exams officer is responsible for investigating suspected malpractice.

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 staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- The exams officer / invigilators 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 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.
- After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Identification of candidates

Senior staff will be present at the start of the exam to assist with identification of candidates.

Candidates will line up outside the exam room and be called in by a senior member of staff according to the order on the seating plan. Candidate number / name cards will be set out on the exam desks to assist with identification. The attendance register will be completed as the candidates are seated.

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 exams officer / SLT in assembly.
- 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, 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 be left outside the exam room or handed to an invigilator.
- 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.

Clash candidates

- The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

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 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.

Internally assessed work

- Any internally assessed work or controlled assessment follows similar steps at New Mills School:
 1. Assessment completed by students under conditions specified by the exam board
 2. Assessment is marked by an appropriate assessor (and internally moderated if there is more than one assessor)

3. Candidates are informed in writing of their assessment marks. Candidates are informed of their right to request a remark, and have copies of all materials needed to make the decision to remark.
4. Candidates can request materials if desired
5. Time is allowed for candidates to make decisions on remarking
6. Candidate requests remark in writing if desired
7. Assessment is re-marked by a separate assessor
8. Re-mark is moderated with others from the centre
9. Candidate is informed in writing of assessment remark result
10. Assessment marks submitted to exam board on/before exam board deadline

Steps 4-9 must be formally recorded as a complaint in writing and kept by the centre

- It is the duty of FTL's 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.
- See also, New Mills School Non Exam Assessment Policy

Results

- Candidates will receive individual results slips on results days,
 - in person at the centre
 - by post to their home address - candidates to provide a self-addressed envelope
 - results WILL NOT be given over the telephone.
- The results slip will be in the form of a centre produced document.
- The provision of the necessary staff on results days is the responsibility of the head of centre.

Enquiries about Results (EAR)

- EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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 department / candidate (as appropriate).
- If a candidate's request for an EAR 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 EARs will be the responsibility of the exams officer, following the JCQ guidance.

Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 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 / candidate (as appropriate).
- Processing of requests for ATS will be the responsibility of the exams officer.

Appeals against internally assessed work

The school is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may **only** be made against the process that led to the assessment and **not** against the mark or grade submitted by the school for moderation by the awarding body.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June exam series).
2. The candidate's parent/guardian must make the appeal in writing to the Exam Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice.
4. The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
6. The appeals panel will consist of a senior member of staff, the subject leader and a school governor. The candidate will be given at least two days notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
7. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this procedure. Each awarding body has its own appeal procedure. Anyone with concerns about it, should ask the Exams Officer for a copy of the appeals procedure of the relevant Awarding Body.

Certificates

- Candidates will receive their certificates
 - in person at the centre
 - by post to their home address (candidates to provide a self-addressed envelope)
- 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 until they are collected.
- 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.

Head of centre
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Exams officer
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Date.....