



# **OUTWOOD ACADEMY CITY**

## **Examinations Policy 2015-16**

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## **The 11-16 exam policy**

### **The policy purpose**

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.

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

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Exams officer.

### **Exam responsibilities**

Exams officer

Manages the administration of public and internal exams

- advises the senior leadership team, Heads of department, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies relating to both general and any vocational qualifications, including BTEC and ECDL
- oversees the production and distribution to staff, governors 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
- forwards to the Heads of department the JCQ Instructions for the Conduct of Controlled Assessments and Instructions for the conduct of Coursework annually
- provides relevant information for the academy website
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework 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 makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 14/15.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges

- line manages the exam invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework/ controlled assessment marks, tracks despatch and stores returned coursework/ controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges 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.
- Reviews examination procedures annually and make recommendations for changes (if appropriate)
- Facilitates the annual inspection by the JCQ inspector and reports outcome of the inspection to their line manager

Heads of Department are responsible for:

- Liaising with Exams officer and informing of any new qualifications being considered or offered and any changes to specifications
- Ensures they and all relevant members of their department are familiar with the relevant assessment framework and objectives for all relevant exams
- Ensures that all relevant teaching staff are made aware of the Instructions for the conduct of Controlled Assessments and Instructions for the Conduct of Coursework annually
- Ensure that all examination entries and coursework/controlled assessment procedures are administered in a timely and efficient manner by
  - Accurate completion of coursework mark sheets and declaration sheets
  - Accurate completion of entry forms and all other mark sheets
  - Adherence to deadlines as set by the Exams officer

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum for examination entry
- Maintain accurate records of students' progress enabling accurate prediction of results.

The Sen Coordinator SENCO is responsible for:

- Identification and testing of candidates, requirements for access arrangements and provision of report and Data Protection Notice to enable the Exams officer to submit on line application for approval of the proposed arrangement.

- 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.

Invigilators are responsible for:

Managing the conduct of the exams in accordance with ICE including but not limited to:-

- Collection of exam papers and other material from the exams office before the start of the exam.
- Follow any subject specific instructions given by the Exams officer
- Supervision at all times of exam papers and stationary and completed scripts whilst not in the exams secure storage
- Taking an accurate register of all students sitting exams ( a double/triple check) following on from Exam officer registration
- Collection of all exam papers in the correct order at the end of the exam and 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/ controlled assessment as their own.
- Attend exams promptly and behave in accordance with the centre's expectations and JCQ regulations
- Read, understand and comply with all examination regulations and follow instructions from the examination team including the Exams officer and staff, invigilators and staff facilitating access arrangements

## **Qualifications**

### **Qualifications offered**

The qualifications offered at this centre are decided by the Head of centre, Deputy Head and Heads of Department in line with the Outwood Family of Schools curriculum model.

The qualifications offered are GCSE, ECDL and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 05/09/2015.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of Department and SLT.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers and Subject teachers.

The Centre's Inclusion policy provides that all students have access to the curriculum and secure high levels of achievement. To comply with this:-

- At key stage 4-All candidates will be entitled, and enabled, to achieve an entry for qualifications on all courses on which they are registered from an external awarding body

## **Exam series and timetables**

### **Exam seasons**

Internal exams and assessments are scheduled as on demand.

All internal exams held under external exam conditions. Internal exams may take place at the same time as external examinations but MAY NOT take place in the same room as external exams.

External exams and assessments are scheduled in January, March, May and June. This is subject to change depending on the outcome of discussion within the department of Education.

The Head of centre, SLT and Head of faculty decides which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the EO.

### **Timetable**

Once confirmed, the exams officer will circulate the exam timetable for internal exams and external exams.

## **Entries, entry details and late entries**

### **Entries, entry details and late entries**

Candidates are selected for their exam entries by the Heads of Dept and Subject teachers.

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

The centre may accept external candidates at the discretion of the Exams officer and SLT.

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

Entry deadlines are circulated to heads of department via Email and Internal Post/Pigeon hole.

Late entries are authorised by Heads of Department and Exams officer.

GCSE retakes are allowed at the discretion of the Head of Department, SLT and Exams officer. (For the benefit of the student only)

Retake decisions will be made in consultation with Candidates, Subject teachers, Exams officer and Heads of Dept.

## **Exam fees**

### **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.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre and Candidates.

Candidates must pay the fee for an enquiry about a result, should the centre not request or support the enquiry and the candidate insist on pursuing the enquiry.

## **Disability Discrimination Act**

### **Disability Discrimination Act**

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, senior leadership team and Exams officer.

See attached DISABILITY POLICY

## **Special needs and access arrangements**

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 individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

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

Completing the assessment and supporting documentation is the responsibility of the SENCO and should be completed by the JCQ deadlines in the majority of cases. Late applications will be made if there is a reason for such a late request. 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.

The SENCO will inform individual staff of any access arrangements that individual candidates may be granted during the course and in the exam.

The SENCO and exams officer will collaborate to monitor the use of access arrangements in mock exams, controlled assessments and external exams and will consult parents before any decision to revoke an access arrangement is made.

Rooming for access arrangement candidates will be arranged by the exams officer in consultation with the SENCO. Invigilation and support for access arrangement candidates (including those with temporary injury) will be organised by the SENCO with the exams officer.

Applications for emergency applications for access arrangements e.g. due to temporary injury will be made by the exams officer but any form tutor, subject teacher or Head of Department who is aware of a student with any injury should

make the exams officer aware of this as soon as the need for assistance is known.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the exams officer with support from SLT. There is a separate policy for any eventuality.

### **Estimated grades**

## **Estimated grades**

Heads of Department and Subject teacher is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

### **Managing invigilators and Exam Days**

## **Managing invigilators**

External staff and Agency employees are used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams officer and HR.

Securing the necessary DBS for new invigilators is the responsibility of the Centre administration and the fees will be paid by the centre.

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

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the centre administration.

## **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 is responsible for setting up the allocated rooms.

The Exams officer is responsible for ensuring each exam venue complies with ICE and in particular that each venue has a means of summoning help for the invigilator. Any evacuation will be done in accordance with ICE and the schools evacuation policy.



The invigilators for each room will start and run all exams in accordance with ICE and the Exams officers' requirements.

In practical exams subject teachers may be on hand in case of any technical difficulties. Eg ICT

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 at the end of the exam session.

## Candidates

### Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 or senior invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

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

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within **three days** of the exam, for example by providing a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **Malpractice**

Misconduct should be reported in the first instance to the Exams officer who will decide what action to take. The leadership team will be responsible for any internal disciplinary action required and the exams office will deal with any reports to the awarding body in accordance with JCQ Malpractice procedures.

## **Internal assessments and appeals**

### **Internal assessment replaces the largely discontinued term coursework**

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

### **Marks and appeals**

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers and Heads of faculty.

### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

## **Results**

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

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self addressed envelope).

Arrangements for the centre to be open on results days are made by the Exams officer.

The provision of staff on results days is the responsibility of the Exams officer.

## **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for 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.

## **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

GCSE re-marks cannot be applied for once a script has been returned.

## **Certificates**


### **Certificates**

Certificates are presented in person.

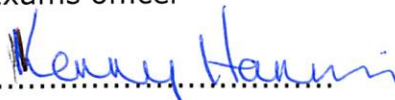
Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains certificates for One year.

Head of centre

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Exams officer

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Date

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15/2/2016

The policy is next due for review on 1/9/2016