

EXAMS POLICY

This policy is applicable to all students, staff and parents of The Wellington Academy.

DOCUMENT CONTROL

Responsible position:	Approved by:
Examinations Officer	Executive Headteacher
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RELATED POLICIES AND DOCUMENTS

Policy Name

Behaviour of Learning and Principles Policy
Teaching and Learning Policy
Exams Contingency Plans
Exams Booklet

REVISION RECORD

Date	Version	Revision Description
Sept 2009	1.0	Written in relation to current legislation and school policies
June 2013	2.0	Written in line with current processes and legislation
March 2017	3.0	Written in line with current processes and legislation
April 2018	4.0	Updated and written in line with current processes and legislation
September 2018	5.0	Updated to refer to Equality Act 2010; Reference to Contingency Plans; Reference to Candidate Exams Booklet – NEAs appeals procedure
2019	6.0	Updated
2020	7.0	Written in line with current processes and legislation

INTRODUCTION

To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates whilst conducting 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.

EXAM RESPONSIBILITIES

Head of Centre

Overall responsibility for the school as an exam centre:

- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

Senior Leadership Team (SLT)

Accountable for the safe and secure conduct of controlled assessments ensuring they comply with JCQ guidelines and awarding bodies' subject-specific instructions.

- Starting each academic year, schedule controlled assessments with exam co-coordinators and subject leaders spreading them throughout the academic years for each key stage/year group □ Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of controlled assessments
 - Issues arising for the need of particular facilities (rooms, IT networks, time out of school etc.)
- Create, publish and update an internal appeals policy for controlled assessments
- Ensure all staff involved have a calendar of events

Subject Leaders/Exam Co-ordinators

- Decide on the awarding Body and specification for particular GCSE's
- Standardise internally the marking of all teachers involved in assessing an internally assessed component ensuring individual teachers understand their responsibilities with regard to controlled assessments
- Ensure individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teacher's notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

Heads of Departments/Curriculum

- Guidance and pastoral oversight of candidates entries
- Informing the examinations officer which courses are to be undertaken at the start of each academic year and keep them informed of any changes
- Involved in post results decisions
- Overseeing coursework completion, moderation, marking and candidate/centre declaration sheets
- Accurate and timely completion of mark sheets to adhere to examinations officer deadlines
- Submitting estimated grades to the Examinations Officer in line with the deadlines set

Deputy Heads

- Organisation of Teaching and Learning
- External validation of courses followed at Key Stage 4 and post 16

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication '*Instructions for conducting controlled assessments*'
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Supply to the exams office details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure such materials are stored securely at all times
- Supervise arrangements (**at the specific level of control**). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the Exams Office to the awarding body when required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Academy
- Notify the appropriate additional educational needs co-ordinator (SENCO) of candidates with access requirements also who require testing for additional arrangements
- Submission of candidates' names/tiers of entry to respective Heads of Departments

Examination Officer

Manages the administration of public and internal exams and analysis of exam results:

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Enter student's 'cash-in' codes for the terminal exam series
- Advises the SLT, subject and class tutors and relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution of annual exam calendar to staff, governors and candidates communicating regularly with staff concerning imminent deadlines and events
- Ensures candidates and their parents/guardians are informed of and understand aspects of the exam regulations and timetables that will affect them
- Consults with teaching staff to ensure necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms data on estimated entries and final entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements (extra time, IT etc.) on exam days. Identifies and manages exam timetable clashes with the SLT
- Accounts for income and expenditures relating to all exam fees, costs and charges
- Line manages team of exam invigilators, organising the recruitment, training and monitoring of those responsible for the conduct of exams
- Submits candidates' coursework marks, tracks the despatch and storage of returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates, forwarding any appeals/re-mark requests, in consultation with the SLT

SENCO/Director of inclusion

- Administration, application and advising on implementation of Access Arrangements and special consideration using the JCQ '*Access Arrangements and Special Considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*'
- Identification and testing of candidates requirements for access arrangements
- Informing the teachers and Examination Officer of candidate requirements for access adhering to awarding body deadlines
- Provision of additional support to help candidates achieve their course aims, including providing readers/scribes
- Corresponding with parents/guardians of candidates to inform them of the access arrangements in place

Invigilators

- Collect exam papers and other materials from the Exams Office before the start of the exam
- Adhere to regulations as set out in '*JCQ Instructions for the Conduct of Examinations Booklet*'
- Supervision of candidates under examination conditions
- Reporting to the Examinations Officer and incidents of suspected malpractice
- Completion of the attendance registers, reporting any absentees to the Examinations Officer
- Collection of completed scripts and safe return of said scripts to the Examinations Officer

Candidates

- Ensure they are aware of the examination rules and conditions as laid down by the JCQ .
- Understand coursework regulations and sign a declaration authenticating coursework as their own
- Understand their examination entries and timetables
- Report any name changes to the Examinations Officer with supporting evidence where required
- Report to the examination room 15 minutes prior to the start time in the correct dress, ready to sit the exam
- Report any illness/absence to the examinations officer without delay

THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

The statutory tests and qualifications offered are decided by the Head of Centre and Deputy Head in consultation with heads of curriculum. Students at the Wellington Academy will commence studying their chosen GCSE courses at the beginning of Year 10.

Qualifications offered by the Wellington Academy are for KS4 and KS5:

City & Guilds

Pearson GCSE, GCE and BTEC

AQA

OCR

WJAC

The subjects offered for these qualifications in any academic year may be found in the published prospectus for that year. Any changes to the syllabus from the previous year must be reported to the examinations officer in June in any year by the Head of Department concerned.

Candidates and parents will be informed of any decisions excluding them from individual subjects, these will be made by the Deputy Head in consultation with the relevant Head of Department.

EXAM SEASONS AND TIMETABLES Seasons:

- Examinations are scheduled as follows:

- Nov/Dec/Jan - Mock examinations, also as and when required
- November, May, June – GCSE, GCE external examinations
- Throughout the year as required – Controlled assessments
- Throughout the year as required – BTEC, City & Guilds

Timetables:

The Examinations Office will circulate exam timetables placing them on the Examinations Notice board and Academy website. Every student will receive individual timetables via their home address along with a covering letter informing parents of forthcoming examinations.

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

a) Entries

Candidates are selected for the level of their exam entries by their teachers and Heads of Departments. Although, requests for subject entry, change of level or withdrawal from the parent/guardian may be received, the final decision rests with the Deputy Head after consulting with all parties.

b) Late Entries

Entry deadlines are circulated to Heads of Department by the Examinations Officer. Late entries are to be authorised by the Head of Department and passed to the Examinations Officer on the Examination Entry amendment form only.

Subject teachers and Heads of Department will make every effort to support candidates so that they submit work to meet published internal deadlines. Where there is a danger of a deadline being missed, the Academy will contact parents/guardians to discuss the matter, however, no controlled assessment will be accepted by the Academy after published final deadlines. In such cases the candidate will be given either a mark for any incomplete work submitted or a zero marks if no work is submitted.

EXAM FEES

The Academy will pay all normal exam and registration fees on behalf of all candidates. Late entry or amendment fees will be paid by the relevant department where the late fee is as a result of departmental oversight or error.

Candidates or departments will not be charged for any changes made by the standard procedures, provided these are made within the published deadlines.

The Academy will pay the associated examination fees for one re-sit per candidate, per subject. Any subsequent examination re-sit costs will be met by the parent/guardian of the candidate and any candidates absent from any examination, without good reason, will be invoiced for the cost of the entry fees.

THE EQUALITY ACT 2010, ADDITIONAL NEEDS AND ACCESS ARRANGEMENTS

a) Equality Act 2010

The Equality Act 2010 highlights the application of discrimination law to general qualifications. All exam centre staff must ensure access arrangements and special consideration regulations and guidance are consistent with the law.

b) Additional Needs

A candidate's additional needs requirements are determined by the SENCO. They will inform subject teachers of candidates with additional educational needs who are embarking on a course leading to an exam, and the date of that exam. They will then inform individual staff of any arrangements individual candidates can be granted during the course and in the exam.

c) Access Arrangements

Making additional arrangements for candidates to take exams is the responsibility of the SENCO. Submitting a request for Access Arrangements to the Awarding Bodies is the responsibility of the Examination Officer. Rooming, invigilation and support for access arrangements will be arranged by the Examinations Officer in consultation with the SENCO.

MANAGING INVIGILATORS AND EXAM DAYS

a) Managing invigilators

External invigilators will be used for internal mock examinations, external examinations and on-line testing.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilator is the responsibility of the HR department. Likewise, ensuring CRB clearances for existing invigilators are renewed when required. CRB fees for securing such clearances will be met by the Academy.

Invigilators are timetabled by the Head Invigilator in consultation with the Examinations Officer and rates of pay are set by the Head of Centre and administered by the HR department.

b) Exam Days

- The Examination Officer will book all exam rooms. If a controlled assessment cannot be conducted in a classroom suitable accommodation will be arranged, at direction of the SLT
- The caretaker sets up the allocated rooms in accordance with JCQ regulations and seating plan provided by the Examination Officer
- Question papers, attendance registers, equipment and other materials will be available for invigilators to collect from the Examination Officer 30 minutes before the exam
- The invigilator will display all required notices in accordance with JCQ instructions
- Question papers will be opened and distributed by the invigilators in accordance with the seating plan and/or attendance register
- Senior staff will be present to ensure an orderly entrance to the examination room
- Subject staff may be present at the start of the examination but not permitted in the room
- Invigilators to follow through with the "Emergency Evacuation Procedure for Examinations" in case of emergency (Appendix 1)
- In practical exams, subject teachers are to be on hand in case of any technical difficulties
- The lead invigilator will start and finish all examinations in accordance with JCQ guidelines
- All present invigilators complete a report recording any incidents and handed to the Examination Officer at the end of each session
- Exam papers must not be read by subject teachers or removed from the exam room
- Papers will be distributed to the Heads of Departments the following day

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

a) Candidates

- Will receive training on doing exams and will be issued with a copy of the Exams Booklet 2019 which highlights the exams rules and administration processes
- The Academy's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times
- Candidate's personal belongings remain their own responsibility and the Academy accepts no liability for their loss or damage
- Disruptive candidates will be removed from the examination room and dealt with by the Deputy Head
- Candidates may leave the exam room ONLY for a genuine purpose requiring immediate return to the exam room. Candidates must be escorted by a member of centre staff at all times
- Candidates, unless in possession of a medical note, will not be permitted to leave the examination room to use the toilet for examinations of less than 60 minutes duration

b) Clash Candidates

- The Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays
- The Examination Officer will ensure any candidates that have an exam clash are notified of the arrangements put in place for their isolation

c) Special Consideration

- Should a candidate be ill before or during an exam, suffer bereavement or other trauma, or be otherwise disadvantaged or disturbed during an exam, the candidate must alert the Examination Officer or invigilator
- The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam, for example a letter from their GP
- The Examination Officer will make a submission for special consideration to the relevant awarding body within seven days of the affected exam

APPEALS AGAINST EXAMINATIONS RESULTS

Requesting and enquiry into results

In order to enable these conditions to be met, The Wellington Academy will operate the following procedures:

1. Students/teachers who wish to raise an enquiry will contact the Examinations Officer immediately after the results have been published
2. The Examinations Officer will make available and give guidance on the latest possible dates for requesting enquiries (these change with each examination series)
3. The Examinations Officer will ensure candidates understand that the re-marking of papers can result in marks and grades reducing before accepting consent
4. The Examinations Officer will issue consent forms for enquiries as required and ensure that they are not submitted without them
5. The Examinations Officer will notify the Senior Management in charge of Exams enquiries have been requested so the Head of Centre can be kept informed
6. If an enquiry proves unsatisfactory the Head of Department for the subject concerned will lobby the Principal for support to request an Appeal
7. Students may request access to their own scripts in writing to the Examination Officer but should be aware that this may incur a charge from the examining body
8. Video and audio tape submissions are not returnable
9. Teaching staff wishing to use a returned script to inform teaching and learning with other students must gain written permission from the student first
10. Permission can only be sought after results are received and appeals deadlines have passed

Payments and Enquiries and Appeals

In the case of external examinations results or agreed moderation the school will only consider paying for enquiries or appeals where there is clear concern the award is inaccurate. Should the school believe the award is consistent with the candidate's performance, but the candidate, parent or guardian wishes an enquiry or appeal is lodged; the candidate/parent or guardian will be liable for any costs incurred.

Other Issues

Appeals related to illness or other issues will not be considered. Any concerns must be raised at the time of the examinations and not at results time. In those cases, medical certification can be used to apply for special consideration. This is not possible after the fact.

RESULTS, ENQUIRES ABOUT RESULTS (EAR'S) AND ACCESS TO SCRIPTS (ATS) a)

Results

- Candidate will receive individual results slip on results day
- Arrangements for the Academy to be open on results days are made by the Head of Centre
- The provision of staff on results days is the responsibility of Head of Centre

b) EAR's

- EAR's may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking
- Candidate consent **MUST** be sought before an EAR is submitted by the Examination Officer
- If a result is queried, the Examination Officer, teaching staff and Deputy Head will investigate the feasibility of asking for a re-mark
- When the centre does not uphold an EAR, a candidate may apply to the Examination Officer to have an enquiry carried out. If such an application is made against the advice of subject staff, the cost of the enquiry will be met by the candidate. Payment must be received before the EAR will be submitted

c) ATS

- After the release of results, candidates may ask subject staff to request the return of the papers. Once payment has been made by the candidate, the request will be submitted by the Examination Officer provided payment has been received prior to the deadline as published by the Awarding Body
- Centre staff may also request scripts for investigation or for teaching purposes. These requests are to be made through the Head of Department to the Examination Officer who will request authority from the Deputy Head. Such requests can only be upheld once the consent of the candidate has been received in writing
- GCSE re-marks cannot be applied for once a script has been returned

CERTIFICATES

- Certificates are to be collected within 12 months of issue and signed for. Those unable to collect must give an address to which they would like them posted to via recorded delivery
- Certificates can be collected by a third party once written consent by the candidate has been made. Should certificates be required after 12 months they must apply directly to the Awarding Body concerned.

CENTRE ASSESSED WORK CONTROLLED ASSESSMENTS,

The Wellington Academy has a separate policy for Non Examination assessments this can be viewed in full by accessing the exam policies section of the website.

APPENDIX 1

Emergency Evacuation Procedure for Examinations

The invigilator **must** take the following action in emergency such as fire alarm or a bomb alert.

- Stop the candidates from writing.

- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination if they are able to return to the exam.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send it to the relevant awarding body.