

EXAMINATIONS POLICY

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

DOCUMENT CONTROL

Responsible position:	Approved by:
Examinations Officer	Headteacher
Version number:	Date approved:
8.0	September 2018
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Annually	September 2022

RELATED POLICIES AND DOCUMENTS

Policy Name

TWA - Non-Examination Policy

TWA - Internal appeals policy for non-examination assessments

TWA – Word Processors in Examinations Policy

JCQ – ‘Instructions for conducting non-examinations assessment’ [Instructions_NEA_21-22.pdf \(jcq.org.uk\)](#)

JCQ – ‘Instructions for conducting coursework’ [Coursework_ICC_21-22_v5.pdf \(jcq.org.uk\)](#)

JCQ - ‘Suspected malpractice Policies and Procedures’. [Malpractice_21-22_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations’ [AA_regs_21-22_v11.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for conducting examinations’ [ICE_21-22_v6.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for GCSE and GCE MFL Listening Exams’ [MFL-Listening-exams_202122.pdf \(jcq.org.uk\)](#)

JCQ - *Invigilator checklist*’ [JCQ Invigilator checklist - JCQ Joint Council for Qualifications](#)

JCQ - [Information for candidates documents - JCQ Joint Council for Qualifications](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations [AA_regs_21-22_v11.pdf \(jcq.org.uk\)](#)

JCQ - ‘Joint Contingency Plan’ [4-5-1-Joint-Contingency-Plan-April-2019.pdf](#)

TWA – Examination Contingency Plan

JCQ - ‘Emergency Evacuation Procedure’ in case of emergency: <https://www.jcq.org.uk/wp-content/uploads/2020/08/Centre-Emergency-Evacuation-Procedure.doc>

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 and written in line with current processes and legislation

2020	7.0	Written in line with current processes and legislation
2021	8.0	Updated and written in line with current processes and legislation

INTRODUCTION

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 annually in September.

The exams policy will be reviewed by the Examinations Officer and the designated senior leader responsible for exams.

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

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 Policies and Procedures*'. [Malpractice 21-22 FINAL.pdf \(jqc.org.uk\)](http://www.jcq.org.uk)

Senior Leadership Team (SLT)

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

- Starting each academic year, schedule non-examination assessments with exam co-coordinators and subject leaders to ensure a reasonable spread through the year
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of non-examination assessments
 - Issues arising for the need of particular facilities (rooms, IT networks, time out of school etc.)
- Maintain an internal appeals policy for non-examination assessments
- Ensure all staff involved have a calendar of events

Subject Leaders

- Decide on the awarding body and specification for particular qualifications and communicate this clearly and in a timely manner with the Examinations Officer
- Standardise internally the marking of all teachers involved in assessing an internally assessed component ensuring individual teachers understand their responsibilities with regard to non-examination 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 contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- Informing the Examinations Officer which courses are to be undertaken at the start of each academic year and keep them informed of any changes
- Be involved in post results decisions
- Oversee non-examination assessment completion, moderation, marking, candidate/centre declaration sheets and full adherence to the JCQ policy 'Instructions for conduction non-examination assessments' [Instructions NEA 21-22.pdf \(jcq.org.uk\)](#)
- If conducting Cambridge Nationals or EPQ, ensure full adherence to the JCQ policy 'Instruction's for completing coursework' [Coursework ICC 21-22 v5.pdf \(jcq.org.uk\)](#)
- Accurate and timely completion of mark sheets to adhere deadlines as set by the Examinations Officer
- Submit estimated grades to the Examinations Officer in line with the deadlines set

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication '*Instructions for conducting non-examination assessments*' [Instructions NEA 21-22.pdf \(jcq.org.uk\)](#)
- Understand and comply with the awarding body specification for conducting non-examination 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 non-examination 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 Special Educational Needs Co-ordinator (SENCO) of candidates who require testing for additional arrangements
- Submit candidates' names/tiers of entry to respective subject leaders at their request

Examination Officer

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

- Enter students for individual units, whether assessed by non-examination assessment, external exam or onscreen test, before the deadline for final entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Enter candidate 'cash-in' codes for the terminal exam series
- Advises the SLT, subject and class teachers and relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution of the 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 non-examination assessment 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 a team of exam invigilators, organising the recruitment, training and monitoring of those responsible for the conduct of exams
- Submits candidates' non-examination assessment marks, tracks the despatch and storage of returned non-examination 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, forwarding any appeals/remark requests, in consultation with the SLT

SENCO

- Administration, application and advising on implementation of Access Arrangements and special consideration using the JCQ '*Access Arrangements and Reasonable Adjustments*' regulations [AA regs 21-22 v11.pdf \(jcq.org.uk\)](#)
- 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 the JCQ document '*Instructions for conducting examinations*' [ICE 21-22 v6.pdf \(jcq.org.uk\)](#) and '*Instructions for GCSE and GCE MFL Listening Exams*' [MFL-Listening-exams 202122.pdf \(jcq.org.uk\)](#) and '*JCQ Invigilator checklist*' [JCQ Invigilator checklist - JCQ Joint Council for Qualifications](#)
- 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 to the Examinations Officer

Candidates

- Ensure they are aware of the examination rules and conditions as laid down by the JCQ and specified in the documents available here: [Information for candidates documents - JCQ Joint Council for Qualifications](#)
- Understand non-examination assessment regulations and sign a declaration authenticating non-examination assessment 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

QUALIFICATIONS OFFERED

The statutory tests and qualifications offered are decided by the Head of Centre and Senior Leadership Team in consultation with subject leaders.

The Wellington Academy offers qualifications from the following awarding bodies:

- City & Guilds
- AQA
- OCR (including Cambridge Nationals)
- WJEC
- Eduqas
- Pearson/Edexcel

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 1st April of the year preceding qualification delivery. Informing the exams office of changes to a specification is the collective responsibility of the relevant subject leader and senior leadership team.

Decisions on whether a candidate should be entered for a particular subject will be taken by the senior leader responsible for exams in consultation with other senior leaders, the relevant subject leader and the head of year.

EXAM SERIES AND TIMETABLES

Internal exams (mock or trial exams) and assessments are scheduled in November (Y11), December (Y13), February (Y11) and March (Y13)

External exams and assessments are scheduled in November (GCSE resits), January/February (BTEC) May/June (terminal exams)

On-demand assessments can be scheduled only in windows agreed between the *senior leader responsible for the subject area* and the *senior leader responsible for exams*.

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

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

a) Entries

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

b) Late Entries

Entry deadlines are circulated to subject leaders by the Examinations Officer. Late entries are to be authorised by the senior leader responsible for the subject and passed to the Examinations Officer for processing.

Subject teachers and subject leaders 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 non-examination 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.

Entries from private candidates are not accepted.

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.

Requests for entries into examinations related to first language, where this is not English, will always be considered. The costs associated with such entries, and who is responsible for paying them, will be determined by whether additional costs are incurred to the Academy to deliver the qualification and enter the candidate.

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

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 in collaboration with trained staff and external agencies (if required).

Ensuring there is appropriate evidence for a candidate's access arrangement and submitting completed access arrangement applications to the awarding bodies is the responsibility of *the SENCO*.

Rooming for access arrangement candidates, invigilation and support for access arrangement candidates will be arranged jointly by the Examinations Officer and the SENCO. This will, at all times, comply with the JCQ 'Access Arrangements and Reasonable Adjustments' regulations [AA regs 21-22 v11.pdf \(jqc.org.uk\)](#)

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Examinations Officer, senior leader with responsibility for exams and the Head of Centre.

Contingency plans are *in line with the JCQ document 'Joint Contingency Plan'* [4-5-1-Joint-Contingency-Plan-April-2019.pdf](#)

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 DBS clearance for invigilators is the responsibility of the HR department, including ensuring that DBS clearance for existing invigilators are renewed when required. Fees for securing such clearances will be met by the Academy.

Invigilators are timetabled by the Exams Administration Assistant 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 Examinations Officer will book all exam rooms. If a non-examination assessment cannot be conducted in a classroom suitable accommodation will be arranged, at direction of the SLT
- The premises team sets up the allocated rooms in accordance with JCQ regulations and seating plan provided by the Examinations Officer
- Question papers, attendance registers, equipment and other materials will be available for invigilators to collect from the Examinations Officer at least 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' in case of emergency: <https://www.jcq.org.uk/wp-content/uploads/2020/08/Centre-Emergency-Evacuation-Procedure.doc>
- In practical exams, subject teachers are to be on hand in case of any technical difficulties, in accordance with JCQ guidelines.
- The lead invigilator will start and finish all examinations in accordance with JCQ guidelines

- All present invigilators complete a report recording any incidents and hand it to the Examinations Officer at the end of each session
- Exam papers must not be read by subject teachers or removed from the exam room
- After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams Administration Assistant.

CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

a) Candidates

- Will receive training on doing exams and will be expected to read all documents relevant to particular exams found here: [Information for candidates documents - JCQ Joint Council for Qualifications](#)
- 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
- 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 a senior leader in accordance with JCQ guidelines.
- 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 Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays
- The Examinations 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 Examinations 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 Examinations Officer will make a submission for special consideration to the relevant awarding body within seven days of the affected exam

EXAMINATION RESULTS

Requests and enquiries

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

1. Candidates/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 leader in charge of exams of enquiries that have been requested so the Head of Centre can be kept informed
6. Candidates may request access to their own scripts in writing to the Examinations Officer but should be aware that this may incur a charge from the examining body
7. Video and audio submissions are not returnable
8. Teaching staff wishing to use a returned script to inform teaching and learning with other students must gain written permission from the student first
9. Permission can only be sought after results are received and appeals deadlines have passed

Payments, Enquiries and Appeals

In the case of external examinations or 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 issue of results.

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

a) Results

- Candidate will receive individual results slip on results day both in paper and via their school email
- 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) Enquiries about Results (EAR)

- EARs 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 Examinations Officer, teaching staff and senior leader responsible for exams will investigate the feasibility of asking for a re-mark
- When the centre does not uphold an EAR, a candidate may apply to the Examinations 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) Access to Scripts (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 Examinations 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 subject leaders to the Examination Officer who will request authority from the senior leader responsible for exams. Such requests can only be upheld once the consent of the candidate has been received in writing
 - 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 provided they have the written authority of the candidate to do so, and bring suitable identification with them that confirms who they are
- Certificates required after 12 months must be sought directly from the relevant awarding body