



St Aidan's Church of England High School Exam Policy

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The Exam Policy

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 Senior Leadership Team and Exams Officer.



Exam Responsibilities

Exams Officer:

- Manages the administration of public and internal exams
- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- 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
- 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.
- identifies and manages exam timetable clashes
- accounts for expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' controlled assessment/coursework marks, tracks, despatches and stores returned controlled assessment/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 and forwards actions any re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

Heads of Department:

Towards the end of the Summer Term the Examinations Officer will circulate Heads of Department with the syllabus details currently held for each subject. Heads of Department should check their details and return the form to the Examinations Officer, indicating when each unit will be taken.

For each exam season the Examinations Officer will then prepare a mark sheet for departments to complete. They should

- check that all classes are accounted for and inform the Examinations Officer of any that are missing
- check the unit and certification code numbers on each sheet
- check the lists against registers for omissions/additions, which should be clearly indicated. If a student is definitely not being entered, it must be indicated clearly
- record entries for all students listed. Amendments can be made at a later date (there are penalties for late changes and these will be passed onto the department)
- entries are those required by the department. Students are responsible themselves for any resits they wish to attempt. Any 'Y' on the entry lists indicate that a student has already applied for a resit in that unit
- sign the declaration when complete and return the list to the Examinations Officer by the given date

Head of Learning Support:

- 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:

They are responsible for ensuring that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any candidate. They must:

- Be familiar with the JCQ Instructions for Conducting Examinations booklet, Notice to Candidates poster, Warning to Candidates poster and any special instructions relating to the subjects being examined.
- Give all their attention to conducting the examination properly and be able to observe each candidate in the room at all times

Candidates are responsible for:

- Confirmation and signing of entries
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own

Qualifications

The qualifications offered at this centre are decided by the Heads of Department and Senior Leadership Team.

The qualifications offered are GCSE, Entry Level and GVQ DiDA.

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 30th May each year.

Informing the exams office of changes to a syllabus is the responsibility of the Heads of department.

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

Exam Seasons

Internal exams and assessments are scheduled in December and are held under external exam conditions.

External exams and assessments are scheduled in May and June. November is for English and Maths resits only.

The Head of Centre and Heads of Department decides which exam series are used in the Centre.

Tests are not offered on an on-demand basis.

Timetables

Once confirmed, the Exams Officer will circulate the exam timetable for Internal exams and External exams.

Entries, Entry Details and Late Entries

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

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

The Centre does not act as an Exam Centre for other organisations or overseas students.

Entry deadlines are circulated to Heads of department via email and internal post/pigeon hole. Late entries are authorised by Heads of department. GCSE retakes are allowed. Retake decisions will be made in consultation with Candidates, Exams Officer and Heads of department.

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.

Late entry or amendment fees are paid by the Centre although departments being charged is monitored.

Fee reimbursements are not 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.

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.

'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.'

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.

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 Specialist teacher. Making access arrangements for candidates to take exams is the responsibility of both the Specialist teacher and Exams Officer. 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 Specialist teacher with the Exams Officer. Invigilation and support for access arrangement candidates will be organised by Specialist teacher with the Exams Officer.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team in discussion with the Exams Officer.

Estimated Grades

Heads of department is responsible for submitting estimated grades to the Exams Officer when requested by the exams Officer.

Managing Invigilators

External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams. Recruitment of invigilators is the responsibility of the Centre administration.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration. CRB fees for securing such clearance are paid by the Centre.

Invigilators are timetabled by the Centre administration but briefed by the Exams Officer.

Invigilators rates of pay are set by the Senior Leadership Team.

Exam days

The Exams Officer will book extra exam rooms after liaison with the School Receptionist and make the question papers, other exam stationery and materials available for the specialist teacher or SENCo to start the exam

Site management is responsible for setting up the exam hall.

The Exams Officer will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam but must not advise on which questions or sections are to be attempted.

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.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam if required.

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. 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 Office staff make the initial phone calls to pupils/parents to find out where the candidate is if late, the Exam Officer takes over when finished in the exam hall. If a parent phones in before the start of the exam the call is handed over to the Exams Officer.

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

Malpractice

The Senior Leadership Team is responsible for investigating suspected malpractice.

Internal Assessment

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 sent.

Marks for Internal Assessment

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

Results

Candidates will receive individual result slips on results days, either in person at the Centre. They can also by prior arrangement be emailed or posted to their home addresses (candidates to provide self addressed envelope).

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

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

Enquiries about Results

The process for Enquiries about Results is detailed in a separate Post Results Services Policy available from the exams office.

Access To Scripts

The process for Access to Scripts is detailed in a separate Post Results Services Policy available from the exams office.

Certificates

Certificates are presented in person at a Presentation Evening.

The Centre retains uncollected certificates which can be signed for and collected at any time by the pupil.

To comply with Data Protection, certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

John Wood, Headteacher

Pamela Fisher, Examinations Officer

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