



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 19a – Exams Policy, Centre No 14302

This policy was presented to the Governors' Curriculum Committee in July 2021 and has been ratified by the Full Governing Body.

The Full Governing Body is responsible for this policy. The person in the school who prepares the text of this policy for the Governors is the Headteacher.

It will next be reviewed in July 2022.

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## The Centre Exams Policy

The purpose of this exams policy is:

- to ensure that 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 exams policy will be reviewed annually by the Head of Centre (Headteacher) and Exams Officer.

Where references are made to Joint Council for Qualifications (JCQ) regulations or guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

## Exam responsibilities

### The Head of Centre:

- has overall responsibility for the school 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*.]

### The Exams Officer:

- manages the administration of external and mock exams (KS4 & 5), and internal assessments where appropriate;
- advises the Senior Leadership Team (SLT), Heads of Department (HOD), and other relevant staff on annual exams timetables and procedures as set by the various awarding bodies;
- oversees the production of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- ensures departments and re-sit candidates are aware of exam costs, including for resits, and also 'withdrawal with refund' deadlines;
- 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 internal assessment is 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 despatched as per the guidelines;

- under the guidance of the SENCO, administers access arrangements and makes applications for special consideration following the regulations in the current JCQ publication *Access Arrangements, Reasonable Adjustments and Special Consideration*;
- identifies and manages exam timetable clashes;
- supplies Finance Officer with evidence for income and expenditures relating to all exam costs/charges;
- organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams;
- ensures candidates' internal assessment marks, and any other material required by the appropriate awarding bodies, are submitted correctly and on schedule;
- tracks, despatches and stores returned internal assessment material;
- arranges for dissemination of exam results to candidates and centre staff, and processes (in consultation with SLT) any post-result service requests;
- receives certificates from awarding bodies and stores securely pending presentation to / collection by candidates.

**Heads of Department** 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;
- consultation with SLT about decisions on post-results procedures where there is a general query affecting a cohort or an exceptional circumstance involving an individual candidate.

**Teachers** are responsible for:

- supplying information on entries and internal assessments as required by the Head of Department and/or Exams Officer.

**The Special Educational Needs Curriculum leader (SENCO)** 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 process any necessary applications in order to gain approval;
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms. This includes assisting with timetabling teaching assistants for one-to-one exam support.

**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 Officer 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 Officer.

**Candidates** are responsible for:

- confirmation of entry and payment for re-sit exams by published deadline;
- notification to Exams Officer of any errors in entries/timetables, including personal details such as official full name and date of birth;
- notification to Exams Officer of intention to withdraw from re-sit exam;
- understanding internal assessment regulations and signing a declaration that authenticates the assessed work as their own;
- conforming to JCQ regulations and centre's internal procedures for conduct of exams – see JCQ *Warning to Candidates* and centre information issued to students with timetables.

## Qualifications offered

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

The qualifications offered are GCE (AS/A Level), Level 1, 2 & 3 BTEC (Tech Award through to Extended National Diploma), Extended Project Qualification (EPQ), GCSE, and other qualifications that may be offered from time to time.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is to be a change of specification for the next year, the Exams Officer must be informed by the Head of Department as soon as this is confirmed.

## Exam series

Internal exams and assessments are scheduled in

November - Year 11 Mocks

January – Year 13 Mocks

February – 2<sup>nd</sup> Additional Mocks & Year 11

March - Year 10 Mocks

April – 2<sup>nd</sup> Additional Mocks for Year 13

June – Year 12 Mocks

External exams and assessments are scheduled in November, (English Language and Maths resits plus University Admission Tests), and May/June.

Years 10, 11, 12 and 13 Mocks are held under external exam conditions.

The SLT and HODs decide which exam series are used in the centre.

Assessments are not offered on an on-demand basis. Where a choice of assessment series/window is available it is expected that departments will have an agreed schedule for the academic year, which they will notify to the Exams Officer on request.

## **Exam Timetables**

The Exams Officer will publish generic timetables for exams as soon as possible after final timetables are confirmed. Individual candidate timetables will be issued as soon as possible after the entry deadline.

Individual timetables for Year 11 GCSE Mocks will be published and issued to students as soon as the overall timetable is confirmed and actioned.

Timetables for other internal exams will be produced and circulated by curriculum staff.

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

Class set lists must be correct by October half term. This will ensure incorrect entries are not made based on incorrect lists eg pupil leavers, tiering in different set etc.

Candidates are selected for their exam entries by the HOD and subject teachers. Decisions on whether a candidate should be entered for a particular subject will be taken by the HOD in consultation (if necessary) with the Head of Year and Deputy Head.

Re-sit decisions will be made in consultation with candidates, subject teachers, HODs and Head of Sixth Form.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal, unless in exceptional circumstances in consultation with the Head of Year and Head of Department. Candidates may request the withdrawal of a personal re-sit entry.

The centre accepts external entries from former students only, for a period of 12 months after leaving and early entries for students currently on roll (eg language exams).

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

Entry deadlines are circulated to Heads of Department via pigeon holes and/or email.

By the end of an academic year, HODs will (when requested) provide the Exams Officer with up to date exam codes, including any changes to boards and units plus estimated entry information for the following year.

Late entries and entry amendments for scheduled exams are authorised by Heads of Department. Late entries for personal re-sit exams are authorised by the Exams Officer on payment of the appropriate fee.

Due to the requirement for departmental involvement, coursework / internally assessed unit re-sits will only be allowed with the agreement of the HOD.

## **Exam fees**

To ensure a smooth entry process, Exams Officer will attend key CLT meetings; One in the Autumn term to ensure exam codes and initial entries are correct, one in the first half of Spring term to confirm final sign-off entries are correct, and one in the second half of Summer term to confirm tier changes and withdrawals within deadlines.

All exam entry information from departments must be passed to the Exams Officer initially by the end of the Autumn term, with final sign-off of marksheets by 31<sup>st</sup> January.

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 for amendment or withdrawal with refund. This deadline – 31<sup>st</sup> March – will be made clear to HODs.

Exam entry fees for curriculum courses are paid by the school's exam budget at the first time of sitting. Penalty fees for late entry or amendment are paid by the relevant Department as appropriate, provided the published deadline has passed.

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

Re-sit fees are paid by the candidate, unless in unusual circumstances the re-sit is authorised by the department/centre.

Fees for university admission tests (e.g. BMAT, ELAT, LNAT, STEP, AEA, Oxbridge subject aptitude tests) must be paid by the candidate.

External candidates will pay an additional £5 to cover additional administration/postage costs.

## **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 Head of Centre, Exams Officer and School Business and Development Manager.

Appropriate exam access arrangements (subject to provision of required evidence) and facilities will be made available to meet the needs of candidates. Invigilators will be trained on the needs of such candidates.

## **Access arrangements**

The Learning Support department have responsibility for informing subject teachers of candidates with special educational needs, and the access arrangements that should be implemented during the course and for the exams.

A candidate's access arrangement requirement is determined by the SENCO and/or Head of Centre, taking into account evidence provided by one or more of Educational Psychologist/Specialist Teacher, GP or other medical professional, and pastoral staff.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SEN Department and/or the Exams Officer as appropriate.

Submitting on line access arrangement applications to JCQ and CIE and maintaining appropriate records for JCQ inspection is the responsibility the SENCO with assistance from the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer in consultation with the Timetable and Sims Co-Ordinator as appropriate.

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 Manager (LSM) as appropriate.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Head of Centre, with the assistance of the Assistant Head with responsibility for Assessment and the Exams Officer.

In the event of abnormal circumstances affecting the running of an exam season, contingency arrangements will be published in the most appropriate way (eg by letter to parents, on the school website, via text message).

Contingency plans will be made in line with guidance provided by Ofqual, JCQ and awarding bodies.

See separate Contingency Plan Policy.

## **Private candidates**

Managing private (external) candidates is the responsibility of the Exams Officer.

## **Estimated grades**

Estimated and Forecast grades are only required by CIE (iGCSE qualifications).

## **Managing invigilators**

Externally employed staff are used to invigilate external examinations and mocks. They may be assisted by appropriate school staff.

Invigilation of other internal exams is the responsibility of curriculum staff.

Recruitment of external invigilators is the responsibility of the Exams Officer and School Business Development Manager. The rate of pay for invigilators is set with reference to Croydon Council's salary scales, Spine Point 3 in the new scales (from April '19).

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Officer. DBS fees for securing such clearance are paid by the centre. Invigilators may not work until the DBS clearance process is completed satisfactorily. Invigilators are trained, timetabled and briefed by the Exams Officer.

## **Malpractice**

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

See separate Malpractice Policy.

## **Exam days**

The Exams Officer will liaise with the Timetable and SIMS Coordinator to book all exam rooms, and will make question papers, other exam stationery and materials available for the invigilators.

The Exams Officer will liaise with the Site Manager to organise setting up the allocated rooms.

The Exams Officer or lead invigilator will start exams in accordance with JCQ guidelines.

Only those members of staff authorised by the Head of Centre and agreed with the Exams Officer will be present in the exam room to:

- identify and settle candidates and instil discipline;
- check that candidates have been issued with correct question papers for their subject/unit and level/tier of entry;
- check that candidates have necessary materials eg preliminary material, anthologies or set texts where permitted.
- Ensure only candidates sitting the examination/assessment are present in the exam room while an exam is taking place.

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 HODs as soon as possible after the completion of the exam, in accordance with JCQ recommendations and once it is confirmed that all scripts are secure.

After an exam, the Exams Officer will be responsible for the safe despatch of completed exam scripts to awarding bodies, working in conjunction with other appropriate staff.

## **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 Assistant Head with responsibility for curriculum, Head of Year or Exams Officer.

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 not be taken into an exam room. The Lead Invigilator will request candidates check their pockets in the hall for any accidental unauthorised materials.

Candidates are expected to stay for the full exam time. Disruptive candidates are dealt with in accordance with JCQ guidelines.

When an exam is in progress, candidates may only leave the exam room for an acceptable reason and, unless unable to continue the exam, are required to return immediately to the exam room. They 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 and/or subsequently.

## **Clash candidates**

The Exams Officer will be responsible as necessary for identifying a secure venue for supervision within the centre; for arranging re-timetabling and appropriate supervision of candidates; and for arranging overnight supervisions if required. Clash candidates will be informed of arrangements made.

## **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be taken ill during the exam itself, or be 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.

Where necessary, the candidate must support any special consideration claim with appropriate evidence within three days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within seven days of the last exam in the affected subject(s).

## **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 HoD must check that all required documents have been completed by the department and/or candidates and that the work is in the order that matches the register or sample request before passing to the Exams Officer for despatch. The Exams Officer will assist by packing the work, and organising and keeping a record of each despatch, including the recipient details and the date sent.

Marks for all internally assessed work are provided to the Exams Office by the Head of Department for submission to the exam board. It is the responsibility of the department to keep a record of the marks submitted.

## **Appeals against internal assessments**

The Exams Officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document available from the Exams Office and on the school website (policy section).

See separate Appeals Policy.

## **Results**

Candidates will receive individual result statements on results days, either in person at the centre or by post to their home address if they have provided a stamped self-addressed envelope.

Results may only be collected by third parties on behalf of a candidate if they have been authorised to do so by the candidate in writing or by email. Under exceptional circumstances, results will be sent by email but this is not guaranteed on result day itself. Results will not be given out over the telephone.

The results statement will be in the form of a centre generated document.

Arrangements for the centre to be open on results days are coordinated by the Head of Centre.

The provision of necessary staff on results days is the responsibility of the Head of Centre.

## **Post-Results Services**

Details of available services, fees and deadlines will be provided to candidates with results. All post-result service requests must be made through the Exams Office, and processing will be the responsibility of the Exams Officer, following JCQ guidance.

### **Enquiries about Results (EAR)**

Following the release of results, EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking, or a grade mark is sufficiently borderline for the candidate to wish to check it is correct. A candidate's consent is required before any EAR is requested, the exception being re-moderation of a cohort's internally assessed work.

Where the centre believes that there is no purpose to be served by requesting an EAR it will advise the candidate to that effect.

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.

The cost of an EAR will be paid by the candidate. In exceptional cases the centre may meet the cost if it believes there has been a serious error in marking.

### **Access to Scripts (ATS)**

After the release of results, and subject to EAR constraints, candidates may request the return of written exam papers on payment of the appropriate fee.

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

## **Certificates**

Certificates will be collated and kept secure by the Exams Office. Uncollected certificates will be retained by the centre for at least 2 years, and after that as long as filing/storage facilities allow.

Certificates will be presented to students from the previous year's Year 13 and Year 11 at the Senior Presentation Evening held late in the Autumn term (or as arranged). Students who do not attend the Presentation Evening must collect and sign for certificates. Unless in exceptional circumstances authorised by the Head of Centre, certificates will not be posted and will not be released until after the Presentation Evening has taken place.

Certificates may be collected by third parties on behalf of a candidate if they have been authorised to do so in writing by the candidate.

Certificates are not withheld from candidates who owe exam fees, but the centre reserves the right to pursue the recovery of monies owed.

Candidates who mislay certificates may obtain a Certifying Statement of Results from the awarding body – new certificates are not issued. There is a charge for this service. A transcript of results may be issued by the school, subject to staff availability and workload.