

**HEATHFIELD  
COMMUNITY  
SCHOOL**



**EXAMS POLICY**

**Reviewed : March 2018**

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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.

This exam policy will be reviewed every 2 years.

## **1.) Exam responsibilities**

### **Head of centre**

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks.
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

### **Exams office manager / exams officer**

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

- Advises the senior leadership team, H.O.D, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- 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.
- Sets internal deadlines in order to meet examination board deadlines.
- 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.

- Provides H.O.D with details of students entered for exams for checking.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and 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' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Assist deputy head with analysis of exam results.
- 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.
- Ensure that exam rooms are set up in accordance with the exam board/JCQ ruling.
- Liaise with SENCO to ensure access arrangements are met.
- Liaise with Deputy Head regarding number of invigilators and rooms are met and covered

### **Deputy heads**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Organise the recruitment of invigilators.
- Analysis of exam results with the assistance of the exam officer.

### **Heads of department/school/curriculum**

- Decide on awarding body or specification for a particular qualification and inform exam office when making changes to syllabus offered.
- Stay abreast of any changes made by awarding bodies and inform exam office if they affect the taking of an exam.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Provide exams office with predicted grades adhering to internal and external deadlines set by exams office/exam board.

### **Head of careers**

- Guidance and careers information.

### **Teachers**

- Notify the SENCO (as soon as possible after the start of the course) of any concerns which might lead to access arrangements being applied for.
- Submission of candidates' names to heads of department/exam office by the internal deadline – late submissions may have to be paid for by dept.

### **SENCO**

- Administration of access arrangements.
- 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.
- Liaise with Exam officer to ensure that the arrangements are in place to meet the students' requirement during exam/assessment.
- Provide additional support to students who have been subject to a recent injury.

### **Lead invigilator/invigilators**

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Set out exam room as necessary for specific exam.
- Run room in accordance with the JCQ instructions for conducting exams.
- Supervision of clash candidates on the centres behalf.

### **Candidates**

- Checking and understanding entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Arriving at the correct time for an exam - 10 mins in advance of start time outside the exam room.
- Must understand and follow the rules determined by the JCQ. They are given to students in paper form during Oct in each year - 10, 11, 12, 13.
- Students found to have cheated – whether through plagiarism or other means will be reported to the exam board and withdrawn from the exam.
- A student who does not submit the required tasks may be withdrawn from the exam depending upon the available marks in the written/practical papers.
- A student who deliberately misses the deadlines for tasks in order to withdraw him or her from the exam may be charged for that exam.

### **Parents**

- Familiarise themselves with the various deadlines and encourage their children to plan and prepare in good time.
- Understand that assessments/practical's/exams are taken throughout the school year and as such taking students out of school at any time can cause difficulties.
- Responsible for informing the exams officer in advance of the exam of any accident/illness which prevents their son/daughter from attending an exam. A doctors note/note from parents will be required stating the circumstances.

## **2.) The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the heads of curriculum.

The qualifications offered are GCSE, Entry Level and BTEC, National ICT, BTEC Extended Diploma in Performing Arts.

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 15<sup>th</sup> September annually.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, subject teachers, heads of subject and the deputy head.

### **At key stage 3**

All candidates are assessed by internal exams and teacher assessment.

### **At key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **At key stage 5**

All candidates will be entered for the BTEC Extended Diploma in Performing Arts and the extended project.

## **3.) Exam seasons and timetables**

### **3.1 Exam seasons**

- Mock exams are generally scheduled in December/January/February and June at key stage 4.
- External exams are scheduled in November, January, March and May and June at key stage 4/5 but coursework controlled assessments and practical's take place throughout the school year.
- Functional skills exams may take place more frequently as determined by the exam board.
- Internal exams are scheduled in June at key stage 3.
- All internal exams are held under external exam conditions.
- Which exam series are used in the centre is decided by the head of centre.

### **3.2 Timetables**

Once confirmed, the exams officer will circulate the exam timetables for external exams.

#### **4.) Entries, entry details and late entries**

##### **4.1 Entries**

Candidates are selected for their exam entries by the heads of department and the subject teachers. It is expected that students on a course will be entered for that qualification for which they are studying at the appropriate level.

If Candidates, or parents/carers, wish to request a subject entry, change of level or withdrawal they must first talk to the subject teacher and get approval from HOD and deputy head. Responsibility of the exam officer to set internal entry deadlines. These deadlines are circulated to all staff via briefing/pigeon holes/notices /emails.

It is the responsibility of all staff to adhere to these deadlines.

Where retakes are allowed by students still attending Heathfield, subject to syllabus restrictions and decisions will be made in consultation with candidate/HOD and exam officer and as appropriate a fee will be charged to the candidate or department.

The centre does not accept entries from external candidates.

##### **4.2 Late entries**

Late entries must be authorised by the heads of department, and exams officer.

#### **5.) Exam Fees**

The centre will pay all normal exam entry/registration on behalf of candidates.

Late entry or amendment fees are paid by departments or candidate where appropriate.

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.

Reimbursement will be sought from the candidate who fails to sit an exam or does not meet the necessary coursework requirements. This fess policy will be communicated in writing to candidates/parents at time of entry.



## **6.) The Disability Discrimination Act (DDA), special needs and access arrangements**

### **6.1 DDA**

The Disability & Equality Act 2011 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special needs**

A candidate's special needs requirements are determined by the SENCO, doctor and educational psychologist/specialist teacher.

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.

### **6.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

## **7.) Estimated grades**

The heads of department and the heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

## **8.) Managing invigilators and exam days**

### **8.1 Managing invigilators**

External invigilators/cover supervisors will be used for mock exams and external exams.

The recruitment of invigilators and numbers needed is the responsibility of the deputy head in liaison with the exam officer 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 and briefed by the exam officer and deputy head.

Invigilators' rates of pay are set by the centre administration.

## **8.2 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 lead invigilator or Exams Officer will start all exams in accordance with JCQ guidelines.

Head of year Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

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.

## **9.) Candidates, clash candidates and special consideration**

### **9.1 Candidates**

The centres published rules on acceptable dress (THEY MUST WEAR SCHOOL UNIFORM) behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Candidate personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Candidates are responsible for checking their statement of entry and arriving before the start of each exam.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may only leave the exam room for a genuine purpose (illness/toilet) requiring an immediate return to the exam room, in which case a member of staff must accompany them. The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Late arrivals must report to the exams office. It is the discretion of the centre whether or not the student is allowed to sit the exam. JCQ REGULATIONS REGARDING LATE ARRIVALS MUST BE ADHERED TO.

## **9.2 Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **9.3 Special consideration**

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 a letter from the candidate's doctor or parent if this letter is not available.

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

## **10.) Coursework and appeals against internal assessments**

### **10.1 Coursework**

Please also refer to Internal appeals controlled and non-assessment.

Candidates who have to prepare coursework should do so by the end of the course.

Heads of department will ensure all coursework is ready for despatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the heads of subject and the heads of department.

### **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

### **10.3 Appeals against external exams**

Please refer to external appeals policy available from the Exams Officer.

**Peter Hoare**  
**Head of Centre**

**Lyn Gridley**  
**Exams Officer**

**Date : March 2018**

## **EXAMINATIONS FIRE EVACUATION PROCEDURES**

In the event of a fire alarm going off during an examination, the following procedures must be followed :

1. Note the time that the fire alarm went off and how long the examination has been going on. Ask the candidates to stop writing and put their pens/pencils down.
2. If confirmation is made that it is a false alarm, the candidates may remain seated. The exam can continue once the alarm is silenced.
3. If evacuation is necessary, then all examination question and answer papers and materials should be left on the candidate's exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the hall with the candidates.
4. BEFORE the candidates leave the Hall and/or Gym, remind them that they are still under GCSE Examination Board conditions and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
5. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
6. The candidates should leave the Hall/Gym in an orderly fashion via the fire exits. They should be supervised by the invigilators and a senior member of staff. The exam registers should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all candidates are present and accounted for.
7. IMPORTANT - the candidates should assemble on the Netball courts, adjacent to the Sports Hall but away from any other students also present in school. This will ensure that they are isolated from the other classes / candidates. Please line up the candidates in alphabetical order according to the examination being taken : e.g. as on the seating plan.
8. Upon re-entry to the Hall and/or Gym, note the time of re-starting the examination and change the finish time. Ensure that School Examination Officer, has full details of the incident, so that a Special Consideration Form can be produced.

For smaller examination rooms, the same rules apply. Just leave by the nearest fire exit and assemble in the playground as explained above.