



Beamont Collegiate Academy

EXAMS POLICY

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Signature of the Chair to the C&L committee	G Porter
Signature of Academy Principal	A Moorcroft
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Contents

1. Exam responsibilities	3
2. The statutory tests and qualifications offered	5
3. Exam seasons and timetables	6
4. Entries, entry details, late entries and retakes	6
5. Exam fees	7
6. The Disability Discrimination Act (DDA), special needs and access arrangements	7
7. Estimated grades	8
8. Managing invigilators and exam days	8
9. Candidates, clash candidates and special consideration	9
10. Coursework and appeals against internal assessments	10
11. Results, enquiries about results (EARs) and access to scripts (ATS).....	11
12. Certificates	11
13. APPENDIX 1: APPEALS AGAINST EXTERNAL ASSESSMENT DECISIONS	12

Purpose

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 two years by the relevant Governing Body Committee following consultation with relevant personnel in school.

1. Exam responsibilities

1.1 Head of Centre - Principal

Overall responsibility for the school as an exam centre:

- a) Advising on appeals and re-marks
- b) Reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.

1.2 Vice Principal (Standards and Performance) or delegated SLT

- a) Ensuring that the administration and conduct of all examinations meets the requirements of the JCQ regulations
- b) Planning of the curriculum and the courses followed which require internal and/or external examination.
- c) Guidance on appropriate courses and progression routes for a student's chosen career pathway.
- d) Overview of the exams calendar and all arrangements for the scheduling and conduct of exams.
- e) Overview of the efficient management of resources, including finances, staff, accommodation and equipment, for examinations.
- f) External validation of courses (with Assistant Principal – Achievement)
- g) Overview and final decision-making on entries and tier of entry for all external examinations.
- h) Student behaviour on the way to and from exam room and during examinations.
- i) Overview of the arrangement for the distribution of results and certificates.
- j) Overview of the production of reports on examination results.
- k) Dealing with appeals against internal assessment decisions and complaints from parents/ carers or students (see Appendix 1 Appeals Against Internal Assessment Decisions).

1.3 Heads of Departments

- a) Provide students with guidance about exam entries or amendments to entries.
- b) Organisation and accurate completion of coursework mark sheets, authentication and declaration sheets.
- c) Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

- d) Provide Data-point validation sheets for the Senior Leadership Team for all data points including the external exams
- e) Make decisions on tier of entry and all withdrawals from examinations, with the Vice Principal (curriculum)
- f) Inform the examinations officer of the course and individual units of study codes for the qualifications on offer.

1.4 Teachers

- a) Notification of students requiring access arrangements (as soon as possible after the start of the course), via the Department Leader.
- b) Submission of candidate names, tier of entry and estimated grades to Head of Department.

1.5 Exams officer

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

- a) Advises the Senior Leadership Team, subject teachers, tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- b) Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams and controlled assessments in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- c) Ensures that candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them, via a statement of entries.
- d) Consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines.
- e) Provides and confirms detailed data on estimated candidate numbers, receives, checks and stores securely all exam papers and completed scripts entries with the SEN team and exams administrator.
- f) Seating plans and liaison with SLT lead to manage exam process.
- g) Together with the SENCO will administer 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, with the help of the SEN/D team.
- h) Identifies and manages exam timetable clashes.
- i) Accounts for income and expenditures relating to all exam costs/charges.
- j) Line manages the exams invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- k) Submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.
- l) Arranges storage and dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- m) Maintains systems and processes to support the timely entry of candidates for their exams.
- n) Ensures safe and secure storage of all exam materials in line with JCQ regulations.
- o) Co-ordinates the invigilation arrangements by the invigilation team.

1.6 Invigilators

- a) Setting up of the examination rooms and ensuring all necessary resources are available
- b) Collection of exam papers and other material from the exams office/store before the start of the exam.
- c) Taking a register, notifying the attendance officer of any absences, and the completion of examination group registers
- d) Escorting students to and from the examination room where appropriate.
- e) Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- f) Conduct of all the examinations according to JCQ regulations.

1.7 Attendance Officer

- a) Chases up in advance the potential candidates that may be absent on the day of an exam.
- b) Making priority phone calls to absent students when notified by the Invigilator or exams officer.

1.8 SENCO

- a) Administration of access arrangements in conjunction with the exams officer.
- b) Identification and testing of candidates' requirements for access arrangements.
- c) Organising the 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.

1.9 Candidates

- a) Following the agreed school procedures for entering and the leaving the examination room.
- b) Complying with JCQ regulations.
- c) Confirmation and signing of entries.
- d) Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The statutory tests and qualifications offered

- 2.1 The statutory tests and qualifications offered at this centre are decided by the Principal, Vice Principal and Heads of Department.
- 2.2 The statutory tests and qualifications offered are (in 2018-19) are CATs, GCSEs, BTEC, VCERTS, CIDA.
- 2.3 If there has been a change of specification from the previous year, the exams office must be informed by one week before the end of the academic year prior to the examination being taken, to give time for notification of the examination group concerned.
- 2.4 **At key stage 3**
- 2.5 All candidates will take CATs tests as early as possible in year 7, or at the end of their year 6 where possible.

- 2.6 An assessment will take place in all subjects during week 7 of the school year
- 2.7 The school will use intervention and booster strategies in connection with any candidates who are at risk of not making progress across the key stage in the EBAC subjects.

2.8 At key stage 4

- 2.9 In areas of the curriculum where students have a legal entitlement, all candidates will be given the support they need to reach the required level of attainment for an entry for qualifications from an external awarding body. The level of entry will be determined by Heads of departments with the agreement of the Vice Principal.

3. Exam seasons and timetables

3.1 Exam seasons

- 3.2 Internal exams are scheduled throughout the year, as identified by the PACE Timetable which is produced by the Senior Leadership Team.
- 3.3 All internal exams are held under external exam conditions (as per JCQ guidance)
- 3.4 External exams are scheduled as required according to the qualifications and for the Spring Series in January and Summer Series in May/June.
- 3.5 The Principal and the Senior Leadership Team, in consultation with Heads of Departments, decide on the examination series that will be used.

3.6. Timetables

- 3.7 The exams officer, in conjunction with Vice Principal will circulate the exam timetables for both external and internal exams, including controlled assessments once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

- 4.2 Candidates are selected for their exam entries by the Heads of Departments with the agreement of the Principal and Vice Principal.
- 4.3 A candidate or parent/carer can request a subject entry, change of level or withdrawal, but the final decision will be made by the Heads of Department with the agreement of the Vice Principal.
- 4.4 The centre does accept entries from external candidates. Entries will only be made by application to the centre, with the appropriate fee, in advance.
- 4.5 The centre pays for all examination entry fees – unless a candidate fails to attend the centre on the day of the examination, in which case the centre would seek to re-charge the cost of the exam entry fee to the candidate.
- 4.6 The centre will pay for re-sits for students whose target grades suggest that a re-sit would be useful and desirable to achieve the target grade. The Department Leader will identify which students should re-sit which units, in order to achieve the target grade.

4.7 Registrations for BTEC qualifications will be made in line with the Awarding Body guidelines and timescales. (refer to BTEC registration & Certificate Policy)

4.7 Late entries

4.8 Entry deadlines are circulated to Heads of Departments via Examinations noticeboard and email.

4.9 Late entries and withdrawals are authorised by Vice Principal or Principal in consultation with the Heads of Departments.

4.10 Re-takes

4.11 Re-take decisions will be made by Heads of Departments in consultation with the candidate, subject teachers and the Principal. (see 4.1 above)

4.12 The school will pay the fees for an initial entry. Students will only be entered for a re-sit when the responsible staff has made the decision to re-sit, on condition that students attend all revision classes and lessons between the initial entry and the re-sit..

4.13 The centre will pay for all re-mark requests where a student is within 3 UMS points of achieving a boundary grade.

(See also section 5: Exam fees)

5. Exam fees

5.1 Initial registration and entry exam fees are paid by the centre for all qualifications taught at the centre.

5.2 Late entry or amendment fees are paid by the Departments unless agreed by the Principal.

5.3 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.

5.4 Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

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

6.1 DDA

The Disability Discrimination Act 2005 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

6.3 A candidate's special needs requirements are determined by the SENCO.

6.4 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 may be granted during the course and in the exam.

6.5 Access arrangements

- 6.6 Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.
- 6.7 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer.
- 6.8 Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.
- 6.9 Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

7. Estimated/Projected grades

- 7.1 Estimated grades are no longer a requirement by an Awarding Body, however, internal data continues to be collected.
- 7.2 The Department Leaders will be provided with an estimated grade/outcome at the start of the course based on KS2 scaled scores. Data collected in Data Point 2 of Year 11 will be used as the final grade projection. Data collected is in accordance with the PACE timeline.

8. Managing invigilators and exam days

Managing invigilators

- 8.1 External invigilators will supervise all examinations unless the academy decides otherwise.
- 8.2 The recruitment of invigilators is the responsibility of the exams officer with the support of the Business Manager.
- 8.3 Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Business Manager.
- 8.4 DBS fees for securing such clearance are paid by the centre.
- 8.5 Invigilators are timetabled and briefed by the exams office.
- 8.6 Invigilators' rates of pay are set by the Principal and Finance Officer.

8.7 Exam days

- 8.8 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.
- 8.9 The site management is responsible for setting up the allocated rooms under the direction from the exams officer.
- 8.10 The lead invigilator will start all exams in accordance with JCQ guidelines.
- 8.11 Subject staff may only 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. Subject staff are no longer able to be present in the exams room when the papers are opened. For other staff they must remain in the room until the end of the examination once the papers are opened.

- 8.12 In practical exams subject teachers may be on hand in case of any technical difficulties.
- 8.13 Exam papers must not be read by teachers or removed from the exam room. A spare copy of the papers will be distributed to Heads of department after 24 hours.
- 8.14 In liaison with the exams officer, the Vice Principal will ensure that Senior Leaders are available to supervise the entry and exit from the exam room.

9. Candidates, clash candidates and special consideration

Candidates

- 9.1 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- 9.2 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. All coats and bags and electronic devices must be left outside the exam room in the trollies provided.
- 9.3 Disruptive candidates are dealt with in accordance with JCQ guidelines.
- 9.4 Student behaviour in exams is subject to the school's Behaviour Policy.
- 9.5 Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of the invigilation team must accompany them.
- 9.6 The attendance 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.

9.7. Clash candidates

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

9.9. Special consideration

- 9.10 Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
- 9.11 Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.
- 9.12 The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework, Controlled Assessments and appeals against internal assessment

Coursework & Controlled Assessments

- 10.1 Candidates who have to prepare portfolios should do so by the end of the course as defined by the Awarding Body timeline or the centre-defined date.
- 10.2 Heads of department will ensure all coursework and controlled assessment material is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.
- 10.3 Marks for all internally assessed work are provided to the exams office by the heads of department within reasonable time for inputting by the deadline date.

- 10.4 The marks for any assessment that impacts on the final grade outcome must be shown to candidates prior to them being submitted to the Awarding Body. Candidates must sign to accept the marks achieved. A copy of the signed marks must be provided to the exams officer.
- 10.5 Internal Verification is a requirement of the BTEC qualifications and is completed by the subject specialist/OSCA and the Quality Nominee (also refer to the BTEC Internal Verification Policy)

10.4. Appeals against internal assessments

(see Appendix 1 Appeals Against Internal and External Assessment Decisions)

The main points are:

- a) appeals will only be heard if they apply to the process leading to an assessment.
- b) candidates may appeal if they feel their coursework or controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- c) appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- d) the Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

Results

- 11.1 Candidates will receive individual results slips on results days in person at the centre or by collecting the results in the days following the Examination results day.
- 11.2 Arrangements for the school to be open on results days are made by the Principal and Exams Officer.
- 11.3 The provision of staff on results days is the responsibility of the Principal.

EARs

- 11.4 EARs may be requested by Heads of Departments or candidates if there are reasonable grounds for believing there has been an error in marking.
- 11.5 When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

(See section 5: Exam fees)

ATS

- 11.6 After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

- 11.7 If a result is queried, the exams officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- 11.8 Department Leaders are responsible for requesting scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 11.9 GCSE re-marks cannot be applied for once a script has been returned.

12. Certificates

- 12.1 Certificates are to be presented at the Annual Certificate Evening. From then onwards all certificates are to be collected and signed for.
- 12.2 Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing and have photographic Identification.
- 12.3 The centre retains certificates for two years.

13 Appendix 1 Appeals Against External Assessment Decisions

- 13.1 Appeals will only be heard if they apply to the process leading to an assessment.
- 13.2 Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. This must be completed at the time of submitting the marks.
- 13.3 Appeals should be made in writing by 30 June to the Principal who will decide whether the process used conformed to the necessary requirements.
- 13.4 A request for an appeal will be acknowledged within three working days.
- 13.5 The Principal's findings will be notified in writing within 10 working days, copied to the exams officer and recorded for awarding body inspection
- 13.6 Also refer to the BTEC Appeals Policy