

GOSFORTH FEDERATED ACADEMIES



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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 annually.

This exam policy will be reviewed by the Headteacher, Deputy Headteacher (Curriculum and Performance), Director of Post 16, Leaders of Teaching and Learning, Senior Leadership Team, Exams Officer, and the trustees

1. Exam responsibilities

Headteacher

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessments.
- check qualifications of the specialist assessor who is assessing students for exam access arrangements.

- check that the assessment process is administered correctly.

Director of Curriculum and Performance

Oversees the running of the exams process and analysis of exam results:

- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Deputise for the Headteacher when required

Exams Manager / Deputy Exams Officer

Manages the administration of public and internal exams:

- advises the Senior Leadership Team, leaders of teaching and learning, subject teachers, 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, local advisory group 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, controlled assessment and Non - Examination Assessment 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
- apply for modified papers and makes applications for special consideration in accordance with JCQ guidelines
- identifies and manages exam timetable clashes
- manages all aspects relating to Exam invigilators
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' marks for coursework, controlled assessment and Non - Examination Assessment coursework marks, tracks despatch and stores returned 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, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- take a list of absent students to Student Reception/Post 16 tutors so they can be contacted
- Checks of appropriateness of rooms.

Leaders of Teaching and Learning

- 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, controlled assessment and Non - Examination Assessment mark sheets and declaration sheets, in conjunction with JCQ policy and practice
- accurate completion of entry mark sheets and adherence to deadlines as set by the Exams Officer and Director of Curriculum and Performance
- identify candidates outside each exam venue, in conjunction with Pastoral Teams
- maintain discipline outside each exam venue at the beginning of exams, in conjunction with Pastoral Teams
- effective communication of exam information to departments and co-ordination of department staff

Teachers

- notification of students' needs regarding access arrangements to SENCO (as soon as possible after the start of the course).
- submission of candidate names and entry details to Leaders of Teaching and Learning.

SENDCO

- identification and arranging for testing of candidates' requirements for access arrangements
- administration of access arrangements including submission of access arrangements applications, updating of access arrangement spreadsheet and providing appropriate documentation to exams office
- ensure all regulatory documents are on file to support the access arrangements and ensure this is up to date and available on request for a JCQ inspection
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment — to help candidates achieve their course aims.

Lead invigilator/invigilators

- collection of exam papers and other material from the Exams team before the start of the exam
- to start and finish exams
- make a list of absent students to give to staff outside the exam venue so they can be contacted
- reading out the 'suggested wording for the announcement at the beginning of an examination'
- complete attendance register
- completion of incident log during exam recording any occurrences
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- refer to and request assistance from exam office when required
- checking of appropriateness of rooms.

Candidates

- confirmation of entries.
- understanding coursework, controlled assessment and Non - Examination Assessment regulations and signing a declaration that authenticates the coursework CA and NEA as their own.
- understanding and adhering to the procedures and regulations as published in the notices, 'Warning to Candidates' and 'Notice to Candidates – GCSE, GCE and ELC Coursework/Portfolio Assessments'

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Headteacher, Director of Curriculum and Performance, and Senior Leadership Team.

The statutory tests and qualifications offered are GCSE, A levels, Entry Level Cert and BTEC. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for both KS4 and Post 16 for that year. If there is to be a change of syllabus from the previous year, the exams office must be informed as soon as possible.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled mainly in January, February, April, November and summer.

External exams are scheduled in November, January and June, plus ad hoc online exams throughout the year.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Officer will create and circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Leaders of Teaching and Learning and the subject teachers.

The centre does not accept entries from external candidates.

Former students may be allowed to retake an exam as an external candidate subject to consultation with the Director of Post 16 and SLT, informing the Exam Officer

4.2 Late entries

Entry deadlines are circulated to Leaders of Teaching and Learning via internal post and electronic communication.

Late entries are authorised by SLT via the Director of Curriculum and Performance.

5. Exam fees

GCSE, AS/A level and vocational qualifications' initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre unless it is a resit. This must be paid by the candidate.

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 candidates who fail to sit an exam or meet the necessary coursework and controlled assessment requirements.

GCE Retake fees for first and any subsequent retakes are paid by the candidates.

GCSE retake fees will depend on the subject and grade originally achieved. Details of who is responsible for payment are available on request from the exams office.

Candidates are normally responsible for an enquiry about a result fee.

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.

Vocational subject retake fees are paid by the centre.

6. The Equality Act 2010, special needs and access arrangements

6.1 Equality Act 2010

The equality act 2010 extends 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 and the educational psychologist / specialist teacher.

The SENCO will liaise with subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

6.3 Access arrangements

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

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 SENDCO with the Exams Office. Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Exams Office.

Ordering of modified papers by Exams Office.

7. Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for exam supervision.

They will be used for all internal and external exams.

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the centre administration.

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

7.2 Exam days

The Exams Office will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available.

Site management is responsible for setting up the allocated rooms as directed by the Exams Office.

The lead invigilator will be required to start and finish exams in accordance with JCQ guidelines.

Subject staff will 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. They will not enter the exam room.

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

Papers will be distributed to Leaders of Teaching and Learning after all the students within the centre have completed the paper, this includes all clash candidates of overnight supervisions.

8. Candidates, clash candidates and special consideration

8.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

8.2 Clash candidates

The Exams Office will be responsible as necessary for communicating JCQ regulation relating to supervision of candidates overnight to parents or carers of students, paperwork is completed and understood and complied with

8.3 Special consideration

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.

Any special consideration claim must be supported by appropriate evidence as soon as possible, preferably within five days of the exam, for example a letter from the candidate's doctor.

The Exams Office will then forward an online application for special consideration to the relevant awarding body as soon as possible preferably within seven days of the exam.

9. Coursework and appeals against internal assessments

9.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Steps documented within the Internal Appeals and Procedure Policy is implemented then a copy of the marks for all internally assessed work are provided to the exams office by the Leaders of Teaching and Learning.

Leaders of Teaching and Learning will ensure all coursework is ready for despatch at the correct time and the Exams Office will keep a record of what has been sent when and to whom.

9.2 Appeals against internal assessments

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

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

10.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Exams Office in conjunction with the Director of Curriculum and Performance.

10.2 Enquiries About Results

Once candidates have given consent, EARs may be requested by candidates. Staff will give guidance if there are reasonable grounds for believing there has been an error in marking.

Candidates are normally responsible for payment of and EAR fee.

Written consent must be given by the candidates prior to an EAR being instigated.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. The candidate will be responsible for the fee.

The Exams Office is responsible for EAR applications.

(See section 5: Exam fees)

10.3 ATS

After release of GCE results, candidates may ask for a priority copy of their script. The application must be made within 1 week of the release of results. A remark may still be requested after the script is returned. All fees and deadlines regarding all post result services are provided on results day with student result statements in a sealed envelope.

After release of GCE & GCSE results, candidates may ask for a copy script to support teaching and learning. The application must be made within the deadline set by JCQ. The script will not be returned before the E.A.R deadline. Once this request has been made, an application for a remark cannot be processed.

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

If a result is queried, the Exams Officer, teaching staff and Headteacher will investigate the feasibility of asking for a re-mark at the centre's expense.

GCSE re-marks cannot be applied for once a script has been returned.

All requests for EARs and ATS must be made via the Exams Office.

Further guidance relating to this aspect is available from the Exams Office.

11. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so. The third party needs to bring Identification.

Certificates are not withheld from candidates who owe fees.

Date approved:	September 2019
Signed:
	September 2020
Date to be reviewed:

