

CHRIST THE KING CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE



EXAMS POLICY

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The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam process to read, understand, and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Head of Centre (JL), Exams Officer (NM) and Assistant Headteacher (NDM).

When there are references made to JCQ regulations/guidelines, further details can be found at: www.jcq.org.uk

Exam Responsibilities

The Head of Centre:

- Has overall responsibility for the school and sixth form as an exams centre.

Exams Officer:

- Manages the administration of external exams.
- Advises all relevant staff on annual key dates, exam timetables and procedures.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with the JCQ guidelines.
- Provides and confirms with awarding bodies detailed data on estimated entries.

- Maintains systems and processes to support the timely entry of candidates and their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the JCQ guidelines.
- Administers access arrangements and makes applications for special consideration.
- Identifies and manages any exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs and charges.
- Tracks, dispatches and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT and HODs, any post results services.
- Manages the recruitment, training, and monitoring of a team of invigilators.

Heads of Department:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Accurate completion of entry and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / controlled assessment mark sheets and centre declaration sheets
- Ensures that all candidates' coursework / controlled assessment marks are inputted on time.
- Decisions on post result applications.

Teachers:

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department or Exams Officer.

SENCo:

- Identifying and testing any candidates that require access arrangements and notifying the Exams Officer of any requirements, so that applications can be made to the relevant authorities.

- Working with the Exams Officer to provide the access arrangements required by the candidates in exam rooms.

Invigilators:

- Assisting the exams officer in the efficient running of exams according to the JCQ regulations.
- Helping the exams officer set up exam rooms.
- Identifying any absent candidates, and reporting them to the exams officer.
- Handing out any authorised materials to candidates during the exams.
- Reporting any incidents to the exams officer.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates:

- Confirmation, checking and signing for exam entry timetables.
- Understanding coursework/controlled assessment regulations and signing a declaration sheet that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this school are decided by the Heads of Department and the Senior Leadership Team. The types of qualifications offered at this centre are as follows:

GCSEs

Functional Skill

BTEC Level 2 (Level 2 equivalent)

Cambridge Nationals (Level 2 equivalent)

Entry Level Certificates

GCE Advanced Subsidiary Level

GCE Advanced Level

BTEC Level 3 (Level 3 equivalent)

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus. If there is to be a change of specification for the following year Heads of Department must inform the exams officer before the end of the previous academic year.

Decisions on whether a candidate should be entered for a particular subject will be taken by the subject teacher in consultation with the Head of Department.

Exam Series

Internal exams are scheduled to take place at the following times of year:

- Year 11 – December
- 6th Form – January

External exams and assessments take place at the following times of year:

- November
- Summer (May and June)

Internal exams are always held under exam conditions and will take place in the main hall.

The Head of Department decides which exam series their exams will take place in (Please note that most subjects can only take external exams in the Summer exam series as most subjects are now terminal assessment).

The centre does offer some assessments on an on-demand basis. This only relates to **BTEC qualifications** at the moment. On-demand assessments can be scheduled only in windows agreed between the subject teacher and the Head of Department.

Exam timetables

Once entries have been made for that particular exam season, the exams officer will circulate the exam timetable for both internal and external exams in registers, in form group order. Each candidates will have to sign for their timetables and are responsible for checking that all their personal details are correct.

Entries, entry details and late entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal with prior discussion with the Head of Department and subject teacher. The Head of department only must then inform the exams officer of this change.

The centre does accept private candidates, but each case will be given separate consideration and may not always be accepted.

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

Entry deadlines are circulated to Heads of Department via emails and internal entry sheets.

Heads of Department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Heads of Department.

- GCSE re-sits are not allowed in most subjects as most subjects now follow the terminal assessment rule.
- AS re-sits are allowed.
- A2 re-sits are allowed.
- Functional Skills re-sits are allowed, as long as the subject allows this.

All re-sits need to be discussed with the subject teacher and with the Head of Department before being made.

Exam Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative process provided these are made within the time allowed by the awarding bodies.

If a candidate/department makes a late entry/late amendment (after the awarding bodies deadline) candidates/departments will be charged the appropriate fees which are set out by the awarding bodies.

The exams officer will publish the deadlines for action in advance of the exam season involved.

- GCSE exam entry fees are paid by the centre.
- AS exam entry fees are paid by the centre (first entry only). If a candidate wishes to re-sit a unit, the candidate must pay.
- A2 exam entry fees are paid by the centre (first entry only). If a candidate wishes to re-sit a unit, the candidate must pay.
- Functional Skills exam entry fees are paid by the centre (first entry only). If a candidate wishes to re-sit a unit, the candidate must pay.

Fee reimbursements are sought from candidates if:

1. They fail to sit an exam and fail to provide the centre with the appropriate medical evidence in support of their absence.
2. If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Equality Legislation

All exam centre staff must make sure that they meet the requirements for any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This

Access Arrangements

Head of centre

Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre

Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly

Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

The SENCo will inform teachers of any candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangement requirements are determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer and the SENCo

Keeps relevant paperwork and evidence on file for JCQ inspection purposes

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

Invigilation and support for access arrangement candidates, as defined by the JCQ access arrangements regulations, will be organised by the exams officer and the SENCo.

Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period

Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

Contingency planning

Contingency planning for exams administration is the responsibility of the Assistant headteacher (NDM), the Senior Leadership Team and the exams officer.

Contingency plans are available via email and meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private candidates

Managing private candidates is the responsibility of the exams officer.

Managing Invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for both internal and external exams.

Recruitment of invigilators is the responsibility of the assistant headteacher (NDM), exams officer and personnel officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators and updating old invigilators is the responsibility of the personnel officer.

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

Invigilators rates of pay are set by Sefton Local Authority.

Invigilators are recruited, timetables, trained and briefed by the exams officer.

Malpractice

The head of centre in consultation with the Assistant headteacher (NDM) and the exams officer are responsible for investigating suspected malpractice. All cases of malpractice will be dealt with according to JCQ regulations.

Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationary, and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms. The exams officer is responsible for letting the site team know of any requirements needed for the exams in advance.

The assistant headteacher / exams officer / invigilators will start and finish all exams in accordance with the JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates and to assist with any instructions that may need to be given at the start of the exam. Any staff present must be in accordance with the rules defined by the JCQ concerning who is allowed and what they can do.

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 the session. Papers will be distributed to heads of department in accordance with the JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilators.

Candidates

The exams officer will provide information to any candidates in advance of each exam series. The formal briefing session for candidates will be given in the form of an assembly and will be given by the Headteacher / Assistant headteacher.

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 stationary 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.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer.

Note: candidates that leave an exam room before the allotted time has ended must be accompanied by an appropriate member of staff at all times.

The exams officer and the invigilators are responsible for handling late or absent candidates on the exam day.

Identifying candidates

The exams officer will produce seating plans in advance of the examinations. These seating plans will then be used to produce exam desk labels with candidates' details on i.e. Name, candidate number, exam candidate is sitting,

date, exam session (AM/PM), seat number and tier of entry. The seating plan together with the exam desk label will be used to identify the candidates. Members of staff to start exam and police the exam behaviour will be used as additional support in identifying candidates.

The seating plans will be displayed in the picnic area outside of the hall in advance of the exam. Candidates need to check for their seat number before the exam and double check their seat using the label on their desk. It is the candidates' responsibility to make sure that they have checked and are sat in the correct seat. Candidates will be asked to sign the exam desk label to agree that they have sat in the correct seat and to agree that they have been given the correct exam paper. These exam desk labels are kept by the exams officer after the exam. Invigilators will be responsible for taking a register based on the seating plan provided by the exams officer. It is the responsibility of the invigilators to place the exam desk labels on the candidates' desk before the examination.

Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. The exams officer will send out written information to candidates on what will happen if a clash occurs on their timetable.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's exams officer to that effect.

The candidate must support any special consideration or absence from an exam with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within the deadlines specified by the awarding bodies.

Internal assessment

It is the responsibility of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will

assist by keeping a record of each, including the recipient's details and the date and time sent.

Marks for all internally assessed work are provided to the exams officer by the heads of department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

On results day candidates will:

- Receive an individual results slip with all results from that particular exam season on it.
- Receive their results in person at the centre.
- Have to sign for their results on collection.

If candidates wish for their results to be posted home, each candidate must provide a signed (by candidate) letter requesting this. Candidates must also provide the centre with a self-addressed envelope which must include the correct postage. If a candidate wishes their results to be emailed again a signed letter must be provided in advance. Candidates must remember to include a valid email address.

The results slip will be in the form of a centre produced document.

Results can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

Arrangements for the centre to be open on results days are made by the site staff and the exams officer.

The provision of the necessary staff on results days is the responsibility of the office manager.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for re-moderation of internally assessed work may not be requested without the consent of the group of candidates.

The cost of EARs will be paid by the candidate (unless the head of department agrees for it to be paid out of their budget).

All decisions on whether to make an application for an EAR will be made by the head of department.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process of its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers.

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

Re-marks cannot be applied for once the original script has been returned.

The cost of ATSs will be paid for by the candidate (unless the head of department agrees for it to be paid out of their budget).

Processing of requests for ATS will be the responsibility of the exams officer.

Certificates

Candidates will receive their certificates in person at the centre. Only if prior written consent has been given will certificates be posted. If this consent is given the school will not take any responsibility for any damage or loss after they have been posted. Candidates must sign for their certificates once they have been collected. If certificates are collected after 6 months, candidates are responsible for correcting any errors on the certificates.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre tries to retain certificates for 6 years (space permitting).

If certificates are lost, a new certificate will not be issued by an awarding organisation through the centre. If a candidate wishes to obtain confirmation of results from an awarding organisation, candidates must follow the instructions given by the different awarding organisations.

The centre can provide a candidate with a transcript of their results on the centre's headed paper, confirming their results. Please be aware that most organisations do not accept this type of confirmation anymore. Costs may also be incurred.

Head of centre

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Exams Officer

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Date

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