

# Exams policy

# 2017/18

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<b>Date of next review</b>	

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## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr A Cunningham</b>
Exams officer line manager (Senior Leader)	<b>Mr C Jeremy</b>
Exams officer	<b>Mrs D Mills</b>
SENCo	<b>Ms H Harper, Ms H Haslam</b>
SLT member(s)	<b>Ms S Rainey, Mr C Jeremy</b>

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## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- ▶ all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- ▶ the workforce is well informed and supported
- ▶ all centre staff involved in the exams process clearly understand their roles and responsibilities
- ▶ all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

*"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute."* [JCQ General Regulations for Approved Centres ([GR](#)) 1]

- ▶ exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

A copy of this document will be given to all relevant centre staff for their information. A copy will be displayed in the secure exam storage area and on the school website.

## Roles and responsibilities overview

*"The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.*

*The head of centre may not appoint themselves as the examinations officer."*

[[GR](#) 1]

### Head of centre

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
  - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the

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JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration

- ▶ Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- ▶ Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- ▶ Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ▶ Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ▶ Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”* [ICE 6]
- ▶ Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
  - ▶ the location of the centre’s secure storage unit is in an area solely assigned to examinations
  - ▶ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - ▶ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the Head of Centre to act immediately in the event of an emergency or staff absence)

#### Exam contingency plan

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

- ▶ Ensures required internal appeals procedures are in place

#### Internal appeals procedures

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

- ▶ Ensures a disability policy for exams showing the centre’s compliance with relevant legislation is in place

#### Disability policy (exams)

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

- ▶ Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place

### **Complaints and appeals procedure**

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

### **Child protection/safeguarding policy**

This Policy can be found on the schools website.

- ▶ Ensures the centre has a data protection policy in place

### **Data protection policy**

This policy can be found on the schools website.

- ▶ Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- ▶ Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- ▶ Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

The Head must inform the awarding bodies, before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments...

The head of centre must ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.



If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative.)"

- ▶ Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- ▶ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

#### **Exams officer**

- ▶ Understands the contents of annually updated JCQ publications including:  
[General regulations for approved centres](#)  
[Instructions for conducting examinations](#)  
[Suspected Malpractice in Examinations and Assessments](#)  
[Post-results services](#) (PRS)
- ▶ Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ▶ Ensures key tasks are undertaken and key dates and deadlines met
- ▶ Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- ▶ Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments

#### **Senior leaders (SLT)**

- ▶ Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:  
[General regulations for approved centres](#)  
[Instructions for conducting examinations](#)  
[Access Arrangements and Reasonable Adjustments](#)  
[Suspected Malpractice in Examinations and Assessments](#)  
[Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

#### **Special educational needs co-ordinator (SENCo)**

- ▶ Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:  
[Access Arrangements and Reasonable Adjustments](#)
- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')

- ▶ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### **Head of department (HoD)**

- ▶ Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ▶ Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ▶ Ensures teaching staff attend relevant awarding body training and update events

### **Teaching staff**

- ▶ Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- ▶ Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ▶ Attend relevant awarding body training and update events

### **Invigilators**

- ▶ Attend training, update, briefing and review sessions as required
- ▶ Provide information as requested on their availability to invigilate
- ▶ Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

### **Reception staff**

- ▶ Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

### **Site staff**

- ▶ Support the EO in relevant matters relating to exam rooms and resources

### **Candidates**

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

## **The exam cycle**

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- ▶ planning
- ▶ entries
- ▶ pre-exams
- ▶ exam time
- ▶ results and post-results

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This policy identifies roles and responsibilities of centre staff within this cycle.

## **Planning: roles and responsibilities**

### **Information sharing**

#### **Head of centre**

- ▶ Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting controlled assessment and coursework)

#### **Exams officer**

- ▶ Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- ▶ Signposts relevant centre staff to JCQ information that should be provided to candidates
- ▶ As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

### **Information gathering**

#### **Exams officer**

- ▶ Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- ▶ Collates all information gathered into one central point of reference
- ▶ Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- ▶ Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- ▶ Collects information on internal exams to enable preparation for and conduct of [insert the titles these internal exams are referred to in the centre]

#### **Head of department**

- ▶ Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- ▶ Meets the internal deadline for the return of information
- ▶ Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- ▶ Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### **Access arrangements**

#### **Head of centre**

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- ▶ 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

- ▶ Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- ▶ Gathers **evidence** to support the need for access arrangements for a candidate
- ▶ Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▶ Gathers signed **data protection notices** from candidates where required
- ▶ Applies for **approval** through *Access arrangements online (AAO)*, where required or through the awarding body where qualifications sit outside the scope of AAO
- ▶ Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- ▶ Employs good practice in relation to the Equality Act 2010
- ▶ Liaises with the EO regarding exam time arrangements for access arrangement candidates
- ▶ 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

### Word processor policy (exams)

Any student can use a word processor in their examinations if:

- It is their normal way of working at school, and;
- They have been assessed by the SENCO as eligible for the use of a word processor and the exams office has been notified of that request.

Normal way of working means the student uses the word processor

- In the classroom; or
- Working in small groups for reading and/or writing; or
- Literacy support lessons; or

· Literacy intervention strategies; and/or in internal school tests and mock examinations.

\* The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment for which medical evidence is required. A note from the school nurse may constitute sufficient evidence. If a student has never made use of the WP arrangement granted to him/her, then it is not his/her normal way of working. The arrangement should not be awarded for examinations. (The use of the arrangement will be monitored in internal school test, controlled assessments and mock examinations.)

Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are restricted to using Notepad or Wordpad to type their exam answers. Details for how to set up a document for an exam will always be with the invigilator.

Students are responsible for the frequent saving of their work during the exam time. It is also the responsibility of the student to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer. Failure to do so may mean a student is awarded zero marks for that unit as the exam board will not be able to identify the work.

The invigilator will always have an exams memory stick should there be any problems with printing the completed scripts. A student's own memory stick must never be used.

The student must be present when their answers are printed to confirm the script is complete. If the script cannot be printed in the exam room the student will be escorted to the Exams Office and must wait until their script has been printed and they have confirmed it is complete.

Every effort is made to ensure that students cannot access spell check their own drive and the internet during exams. However, if any student is found trying to get around these settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body. Any student who causes damage to the computer or changes settings other than those mentioned eg changing screen saver, will receive internal sanctions.

Whilst the centre will do everything possible to ensure the hardware is fit for purpose parents/carers and students have to understand that use of IT in any exam carries a certain risk and that by use of the WP in an assessment they are happy to accept that risk.

- ▶ Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

### **Senior Leaders, Head of department, Teaching staff**

- ▶ Support the SENCo in identifying and implementing appropriate access arrangements
- ▶ Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

### **Internal assessment and endorsements**

See Appendix 3
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### **Head of centre**

- ▶ Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- ▶ Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment
- ▶ Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

#### **Non-examination assessment policy**

Please see separate policy held in the exam secure storage area and on the shared area @all teachers
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- ▶ Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

### **Senior leaders**

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place

## **Head of department**

- ▶ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- ▶ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ▶ Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

## **Teaching staff**

- ▶ Ensure appropriate instructions for conducting internal assessment are followed
- ▶ Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- ▶ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

## **Exams officer**

- ▶ Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- ▶ Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

## **Invigilation**

### **Head of centre**

- ▶ Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- ▶ Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- ▶ Determines if additional invigilators will be deployed in timed Art exams exams in addition to the subject teacher

### **Exams officer**

- ▶ Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- ▶ Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ▶ Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- ▶ Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ▶ Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- ▶ Collects evaluation of training to inform future events

## **Entries: roles and responsibilities**

### **Estimated entries**

#### **Exams officer**

- ▶ Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

#### **Estimated entries collection and submission procedure**

The Lakes School collates the information from the Head of department and submits via the examination board website.

#### **Head of department**

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately of any subsequent changes to information

### **Final entries**

#### **Exams officer**

- ▶ Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- ▶ Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- ▶ Confirms with HoDs final entry information that has been submitted to awarding bodies
- ▶ Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies



## **Final entries collection and submission procedure**

The Examination officer forwards marksheet paper copies to the Head of department to confirm that the correct students are entered for the correct exam. Head of department signs to confirm information is correct

### **Head of department**

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
  - ▶ changes to candidate personal details
  - ▶ amendments to existing entries
  - ▶ withdrawals of existing entries
- ▶ Checks final entry submission information provided by the EO and confirms information is correct

### **Entry fees**

All student entry fees are paid for by the school except when a resit. In the case of resits the candidate is usually required to pay in advance. The school may pay for a resit where it deems it appropriate to do so.

### **Late entries**

#### **Exams officer**

- ▶ Has clear entry procedures in place to minimise the risk of late entries
- ▶ Charges any late or other penalty fees to departmental budgets

#### **Head of department**

- ▶ Minimises the risk of late entries by
  - ▶ following procedures identified by the EO in relation to making final entries on time
  - ▶ meeting internal deadlines identified by the EO for making final entries

### **Re-sit entries**

See Above.

### **Private candidates**

The school accepts private candidates on a case by case basis. When accepted all fees are requested to be paid on completion of application. See Appendix 2

## **Transfer of credit**

### **Exams officer**

- ▶ Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- ▶ Meets the awarding body deadline for requesting transfer of credit

### **Teaching staff**

- ▶ Identify affected candidates to the EO

## **Candidate statements of entry**

### **Exams officer**

- ▶ Provides candidates with statements of entry for checking

### **Teaching staff**

- ▶ Ensure candidates check statements of entry and return any relevant confirmation required to the EO

### **Candidates**

- ▶ Confirm entry information is correct or notify the EO of any discrepancies

## **Pre-exams: roles and responsibilities**

## **Access arrangements**

### **SENC<sub>o</sub>**

- ▶ Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- ▶ Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- ▶ Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

## **Briefing candidates**

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## **Exams officer**

- ▶ Issues individual exam timetable information to candidates
- ▶ Prior to exams issues relevant JCQ information for candidates documents
- ▶ Where relevant, issues relevant awarding body information to candidates
- ▶ Issues centre exam information to candidates including information on:
  - ▶ exam clashes
  - ▶ arriving late for an exam
  - ▶ absence or illness during exams
  - ▶ what equipment is/is not provided by the centre
  - ▶ food and drink in exam rooms
  - ▶ wrist watches in exam rooms
  - ▶ when and how results will be issued and the staff that will be available
  - ▶ the post-results services and how the centre deals with requests from candidates
  - ▶ when and how certificates will be issued

### **Access to scripts, enquiries about results and appeals procedures**

See Internal Appeals Procedures Policy kept in the exam secure storage area and the shared area @all teachers.

## **Dispatch of exam scripts**

### **Exams officer**

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## **Estimated grades**

### **Head of department**

- ▶ Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

### **Exams officer**

- ▶ Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- ▶ Keeps a record to track what has been sent

## **Internal assessment and endorsements**

### **Head of centre**

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- ▶ Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### **SENCo**

- ▶ Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

### **Teaching staff**

- ▶ Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- ▶ Assess and authenticate candidates' work
- ▶ Assess endorsed components
- ▶ Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

### **Head of department**

- ▶ Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- ▶ Ensures teaching staff assess endorsed components according to awarding body requirements
- ▶ Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- ▶ Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### **Exams officer**

- ▶ Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- ▶ Keeps a record to track what has been sent
- ▶ Logs moderated samples returned to the centre
- ▶ Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### **Candidates**

- ▶ Authenticate their work as required by the awarding body

### **Invigilation**

#### **Exams officer**

- ▶ Provides an invigilation handbook and/or trains/updates invigilator annually
- ▶ Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)
- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios

- ▶ Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

### **SENCo**

- ▶ Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

### **Invigilators**

- ▶ Provide information as requested on their availability to invigilate throughout an exam series

### **JCQ inspection visit**

#### **Exams officer or Senior leader**

- ▶ Will accompany the Inspector throughout the visit

### **Seating and identifying candidates in exam rooms**

#### **Exams officer**

- ▶ Ensures a procedure is in place to verify candidate identity including private candidates

#### **Verifying candidate identity procedure**

Invigilators must establish the identity of all candidates sitting examinations.

...A private, external or transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...

...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”

- ▶ Ensures invigilators are aware of the procedure
- ▶ Provides seating plans for exam rooms according to JCQ and awarding body requirements

### **Invigilators**

- ▶ Follow the procedure for verifying candidate identity provided by the EO
- ▶ Seat candidates in exam rooms as instructed by the EO/on the seating plan

## **Security of exam materials**

### **Exams officer**

- ▶ Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- ▶ Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- ▶ Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

### **Reception staff**

- ▶ Follow the process to record confidential materials delivered to the centre and issued to authorised staff

### **Teaching staff**

- ▶ Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

## **Timetabling and rooming**

### **Exams officer**

- ▶ Produces a master centre exam timetable for each exam series
- ▶ Identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- ▶ Identifies exam rooms and specialist equipment requirements
- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios
- ▶ Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- ▶ Liaises with the SENCo regarding rooming of access arrangement candidates

### **SENCo**

- ▶ Liaises with the EO regarding rooming of access arrangement candidates
- ▶ Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### **Site staff**

- ▶ Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

## **Alternative site arrangements**

### **Exams officer**

- ▶ Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- ▶ Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### **Transferred candidate arrangements**

#### **Exams officer**

- ▶ Liaises with the host or entering centre, as required
- ▶ Processes requests to the awarding body deadline
- ▶ Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

### **Internal exams**

#### **Exams officer**

- ▶ Prepares for the conduct of internal exams under external conditions
- ▶ Provides a centre exam timetable of subjects and rooms
- ▶ Provides seating plans for exam rooms
- ▶ Requests internal exam papers from teaching staff
- ▶ Arranges invigilation

#### **SENCo**

- ▶ Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

#### **Teaching staff**

- ▶ Provide exam papers and materials to the EO
- ▶ Support the SENCo in making appropriate arrangements for access arrangement candidates

### **Exam time: roles and responsibilities**

#### **Access arrangements**

#### **Exams officer**

- ▶ Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- ▶ Has a process in place to deal with emergency access arrangements as they arise at the time of exams
  - ▶ applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

## **Candidate absence**

### **Candidate absence policy**

If a candidate is late to an exam a telephone call home is made immediately. On arrival at school, they will be escorted to the examination hall/room by a member of the SLT /Exam Officer. The time will be entered in the incident log and appropriate time will then be given to the candidate.

If candidate fails to attend they are marked absent. Exam will have to be taken as a resit the following year.

### **Invigilators**

- ▶ Are informed of the policy/process for dealing with absent candidates through training
- ▶ Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

### **Candidates**

- ▶ Are re-charged relevant entry fees for unauthorised absence from exams

### **Candidate behaviour**

See *Irregularities* below.

### **Candidate belongings**

See *Unauthorised materials* below.

### **Candidate late arrival**

### **Exams officer**

- ▶ Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- ▶ Warns candidates that their work may not be accepted by the awarding body

### **Invigilators**

- ▶ Are informed of the policy/process for dealing with late/very late arrival candidates through training
- ▶ Ensure that relevant information is recorded on the exam room incident log

### **Candidate late arrival policy**

If a candidate is late to an exam a telephone call home is made immediately. On arrival at school, they will be escorted to the examination hall/room by a member of the SLT /Exam Officer. The time will be entered in the incident log and appropriate time will then be given to the candidate. [[ICE 14](#)]

## **Conducting exams**

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## **Head of centre**

- ▶ Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

## **Exams officer**

- ▶ Ensures exams are conducted according to JCQ and awarding body instructions
- ▶ Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

## **Dispatch of exam scripts**

### **Exams officer**

- ▶ Dispatches scripts as instructed by JCQ and awarding bodies
- ▶ Keeps appropriate records to track dispatch

## **Exam papers and materials**

### **Exams officer**

- ▶ Organises exam question papers and associated confidential resources in date order in secure storage
- ▶ Attaches erratum notices received to relevant exam question paper packets
- ▶ Collates attendance registers and examiner details in date order
- ▶ Regularly checks mail or inbox for updates from awarding bodies
- ▶ In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- ▶ Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

## **Exam rooms**

### **Head of centre**

- ▶ Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- ▶ Ensures only authorised centre staff are present in exam rooms
- ▶ Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

### **Food and drink in exam rooms**

Only bottled water is allowed into the examination. In a plain bottle with labels removed.

No other food or drink (including sweets) is allowed.

### **Exams officer**

- ▶ Ensures exam rooms are set up and conducted as required in the regulations
- ▶ Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates)
- ▶ Ensures sole invigilators have an appropriate means of summoning assistance
- ▶ Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- ▶ Provides authorised exam materials which candidates are not expected to provide themselves
- ▶ Ensures invigilators and candidates are aware of the emergency evacuation procedure
- ▶ Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior leaders**

- ▶ Ensure a documented emergency evacuation procedure for exam rooms is in place
- ▶ Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

### **Site staff**

- ▶ Ensure exam rooms are available and set up as requested by the EO
- ▶ Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ▶ Ensure fire alarm testing does not take place during exam sessions

### **Invigilators**

- ▶ Conduct exams in every exam room as instructed in training/update events and briefing sessions

### **Candidates**

- ▶ Are required to remain in the exam room for the full duration of the exam

### **Irregularities**

### **Head of centre**

- ▶ Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff,

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candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

### **Managing behaviour**

See Appendix 1

### **Senior leaders**

- ▶ Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- ▶ Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### **Exams officer**

- ▶ Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- ▶ Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

### **Invigilators**

- ▶ Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

### **Malpractice**

See *Irregularities* above.

### **Special consideration**

#### **Exams officer**

- ▶ Processes appropriate requests for special consideration to awarding bodies
- ▶ Gathers evidence which may need to be provided by other staff in centre or candidates
- ▶ Submits requests to awarding bodies to the external deadline

#### **Special consideration policy**

Please see separate policy held in the exam secure storage area and on the shared area @all teachers

### **Candidates**

- ▶ Provide appropriate evidence to support special consideration requests, where required

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## **Unauthorised materials**

### **Arrangements for unauthorised materials taken into the exam room**

*Any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be in their bags.*

Wristwatches are not allowed in the examination hall.

### **Invigilators**

- ▶ Are informed of the arrangements through training

## **Internal exams**

### **Exams officer**

- ▶ Briefs invigilators on conducting internal exams
- ▶ Returns candidate scripts to teaching staff for marking

### **Invigilators**

- ▶ Conduct internal exams as briefed by the EO

## **Results and post-results: roles and responsibilities**

### **Internal assessment**

#### **Head of department**

- ▶ Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- ▶ Ensures work is returned to candidates or disposed of according to the requirements

### **Managing results day(s)**

#### **Senior leaders**

- ▶ Identify centre staff who will be involved in the main summer results day(s) and their role
- ▶ Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

#### **Exams officer**

- ▶ Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

### **Site staff**

- ▶ Ensure the centre is open and accessible to centre staff and candidates, as required

### **Accessing results**

#### **Exams officer**

- ▶ Informs candidates in advance of when and how results will be released to them
- ▶ Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- ▶ Resolves any missing or incomplete results with awarding bodies
- ▶ Issues statements of results to candidates on issue of results date
- ▶ Provides summaries of results for relevant centre staff on issue of results date

### **Post-results services**

#### **Head of centre**

- ▶ Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ▶ Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

#### **Exams officer**

- ▶ Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- ▶ Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- ▶ Provides a process to record requests for services and collect candidate informed consent (**after** the publication of results) and fees where relevant
- ▶ Submits requests to awarding bodies to meet the external deadline
- ▶ Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- ▶ Updates centre results information, where applicable

#### **Teaching staff**

- ▶ Meet internal deadlines to request the services and gain relevant candidate informed consent
- ▶ Identify the budget to which fees should be charged

### **Candidates**

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- ▶ Meet internal deadlines to request the services
- ▶ Provide informed consent and fees, where relevant

## **Analysis of results**

### **Mr C Jeremy**

- ▶ Provides analysis of results to appropriate centre staff
- ▶ Provides results information to external organisations where required
- ▶ Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

## **Certificates**

Certificates are provided to centres by awarding bodies after results have been confirmed.

### **Issue of certificates procedure**

When certificates arrive at the centre, candidates are informed. All certificated are checked and signed for by the candidate.

A third party can only collect on behalf of a candidate with written authority from the candidate.

When a candidate is unable to collect, certificates will be posted recorded delivery.

## **Candidates**

- ▶ May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

### **Retention of certificates policy**

Certificates are kept securely for at least 12 months.

## **Review: roles and responsibilities**

### **Exams officer**

- ▶ Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- ▶ Collects and evaluates feedback from staff, candidates and invigilators to inform review

### **Senior leaders**

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- ▶ Work with the EO to produce a plan to action any required improvements identified in the review

## **Retention of records: roles and responsibilities**

### **Exams officer**

- ▶ Keeps records as required by JCQ and awarding bodies for the required period
- ▶ Keeps records as required by the centre's records management policy
- ▶ Provides an exams archiving policy that identifies information held, retention period and method of disposal

### **Exams archiving policy**

Exam records will be kept for no longer than 2 years after the exam season is completed.

## Appendices

### Appendix 1 – Policy on Student Behaviour in Exams

#### Aim

1. To create and maintain an examination environment where students can concentrate on their exam without suffering disruptions from within the exam room. Students will be subject to firm effective discipline that will ensure that standards are maintained and that any breach of those standards will result in appropriate action being taken.

#### Examination Conditions

2. As soon as students enter the exam room they are under examination conditions. This means that they:
  - Must be silent, moving quietly to their seats and sitting silently in their seats facing forwards – this applies until the end of the exam even if they have finished;
  - Must obey instructions from the invigilators;
  - Must not attempt to communicate in any way with other candidates;
  - Must not do anything to distract other candidates from the exam;
  - Must have – in a clear (see through) pencil case – the pens pencils, erasers and any instruments necessary to do the exam;
  - Must **not** have in their possession anything which will give them an unfair advantage during the exam i.e.
    - Personal TVs/stereos or any radio or electronic communication or storage devices including mobile phones, MP3 players, iPods.
    - Notes, calculators cases/instruction leaflets, bags.
    - Calculators, dictionaries and spell checkers unless they are allowed in the exam or you have been given specific permission to use them during the exam.
  - Must only speak to an invigilator during the exam by
    - Raising their hand to attract attention
    - Speaking only when the invigilator has come to their desk; and
    - Speaking quietly to minimise disturbance to other candidates.

#### Expected Code of Behaviour

##### 3. Students should:

- Arrive at the exam room at least 10 minutes before the start of each examination
- Leave their bag and any materials prohibited from the exam outside the exam room
- If they arrive late they should enter the exam room quietly and wait to be seated by the invigilator
- Observe exam conditions as soon as they step inside the exam room
- Follow any instructions given by invigilators supervising the exam
- Once they have finished, remain in silence facing the front and not fidgeting or otherwise causing a distraction to other students
- Leave the exam room quietly once their script and all other papers have been collected and they have been given permission to do so. If other students are still working they should remain quiet whilst collecting their belongings to avoid disturbance to those other students.



## Process for Dealing with Disruptive Behaviour and Cheating in Exams

4. Invigilators are required to maintain a log of all incidents which take place in the exam room, however minor. All instances where students fail to observe the expected code of behaviour, and the action taken, are to be logged as well as any student who leaves the exam room e.g. for a toilet break or who becomes unwell. The procedure will be as follows:
  - Minor incidents e.g. tapping, not facing front, the student is to be given a gentle warning to indicate that the behaviour has been observed and noted.
  - More serious incidents - where an invigilator judges there to be a more serious incident, e.g. deliberate attempt to cheat or disturb another candidate, the student is to be given a firm and final warning and the examinations manager is to be called to advise on further action. The candidate should be asked to remain at the end of the exam.
  - If a mobile phone in the possession of a candidate rings, it should be switched off, removed from the candidate and the candidate should be asked to remain at the end of the exam.
  - If a mobile phone handed into the invigilator rings, the relevant candidate should be asked to switch it off, and the candidate should be asked to remain at the end of the exam.
  - Disruptive behaviour— if a student is causing disturbance and fails to stop after invigilators warning the exams manager is to be called to the exam room. Where behaviour is affecting other students this will normally lead to the student being removed from the exam room and finishing the exam under the direct supervision of a senior member of staff.
5. There will be instances where a student is not being deliberately difficult but where other candidates are affected (e.g. coughing, hay fever etc.) and these should be dealt with sympathetically without recourse to disciplinary measures. It is, however, still necessary to minimise the disruption to others as soon as possible.
6. The exams office will monitor exam room logs and if a pattern of behaviour emerges from different exams, the Examinations Manager will take appropriate action in accordance with the guidelines outlined above.

### Follow-up Procedures after the Exam

7. Where a minor incident occurs, if appropriate, the student will be spoken to by a member of SLT and a letter sent to parents.

### Notification to Exam Boards and Possible Penalties

8. All instances of attempts to cheat (e.g. communicating with other students, taking a mobile phone into the exam room, bring in notes etc.) and disruptive behaviour will be reported to the Exam Board (as required by exam regulations).
9. Exam boards take such cases very seriously and, depending upon the severity of the case, have the power to issue a warning or to disqualify the student from the paper, the qualification or the entire series of exams.

Where an incident is to be reported to an exam board:-

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- LOL will interview relevant students and obtain statements (if the students wish to make a statement).
- Examinations Manager will notify parents by letter as soon as possible that a report is being made, and subsequently the outcome for the report.
- Examinations Manager will complete and send off malpractice report.
- Examinations Manager will advise parents by letter the Exam board's decision.

### **Private candidates - policy and terms**

Private candidates are people who wish to enter external examinations through our centre but who are not on the school roll. This includes former students. The school may accept such candidates for subjects and exam board we teach subject to the following conditions, and who have a close connection with the school, or at the Headteacher's discretion.

### **Timescales**

The deadline for entries is set by the Exam board. The initial information must be received by the Examinations Office in sufficient time to allow the entries to be made and any queries dealt with. All issues regarding an entry must be resolved by the Exam board deadline otherwise any late fees will be payable by the candidate.

### **Costs**

In addition to the exam fees an administrative charge for each candidate of £20.00 per academic year is payable. This is to cover the use of Exams Office time in talking to you about the entries to be made and to cover the administration costs of making the entries, organising and running the exams. This also covers the costs of invigilation unless the inclusion of a private candidate in the exam means that we have to bring in an extra invigilator. Our invigilators cost £7.40 per hour and the cost of the extra invigilator would then be split between any private candidates taking the exam. (The regulations covering exams specify a maximum number of candidates per invigilator.) The admin fee does not include any other service and does not commit the school to doing anything but enter the candidate for the exams and run them.

If you decide to withdraw only the Examination Board fee will be refunded and only if the withdrawal is made before the Exam Board deadline for a refund expires.

### **Personal Details**

The attached document indicates the personal details we need for each candidate. Please check any details and include any that are missing. Before the exam, the Exams Office will also need to take a copy of some identification including a photograph (a passport would be ideal). This identification should be produced each time the candidate attends to take an exam.

### **Special Needs**

Please advise the Examinations Manager as soon as possible if the candidate has any special needs which need to be addressed while he or she is taking the exam. It is the responsibility of the candidate to provide any evidence required to support such need, to make the application and provide the Exam Board's agreement to the Exams office. The Exams office will make any arrangements on the day and if any cost arises due to these arrangements, these will be payable by the candidate.

### **Exam Entry Details**

The attached document also covers the exam entries to be made. The Examinations Manager will help as much as possible but it is the responsibility of the candidate to advise for which exams (including the Exam Board and exam code numbers) entries are to be made.

### **Results**

Details about arrangements for collecting results will be posted on the school web site. If you cannot attend at the specified times you can arrange for your results to be posted by leaving a stamped addressed envelope with the Exams Office before the end of term. (If posted during

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the school holidays it will not be received until after the results days.) You may also arrange for someone else to collect results on your behalf but they must come with signed written authority from you and evidence of their identity.

### **Certificates**

Certificates should normally be collected in person as they have to be signed for. They will be available in school after the end of October.

### **Payment**

We ask for payment in advance. No entry will be made unless payments have been received.

### **Examination Dates**

We will ensure that full information about the dates and times of any examination is sent out in good time, along with instructions about where and when to report for the examinations.

It is the responsibility of a private candidate to attend at the appropriate time for the examinations. The examinations will start on time and will not be delayed until you arrive. We will not chase you on the day.

The school reserves the right to refuse to accept any person as a private candidate at our sole discretion. The school also reserves the right to refuse entry to the examination room or to the school, or to ask anyone to leave at any time at our sole discretion even if they have previously been accepted as a private candidate and their entry processed, if we feel it necessary.

The school may not accept any entries which would involve the school with coursework, portfolios, oral or practical exams or similar — a decision will be made on an individual basis.

The school will endeavour to pass on any relevant information, pre-release material and any other documents as quickly as possible.

### **Visiting the School**

All visitors to the school even on exam days must report to Reception and sign in as a visitor. Visitors must wear the visitors badge during the visit and must be accompanied on school premises at all times. This applies even to former students.

## **The Lakes School**

### **Private Candidate Information Form**

Please complete this form in block capitals except where signatures are required.

Legal surname \_\_\_\_\_

Legal forename(s) \_\_\_\_\_

Name(s) by which you are normally known (if different from above)

Date of birth (dd/mm/yyyy) \_\_\_\_\_

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Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Name of parent/guardian (if the candidate is under 18)  
\_\_\_\_\_

Have you taken examinations at The Lakes School at any time since 2010?  
\_\_\_\_\_

Do you have any mobility problems which might affect your exam location?  
\_\_\_\_\_  
(If so please give details separately)

Will you be applying for any Access Arrangements?  
\_\_\_\_\_  
(If so please give details separately)

I have read the enclosed leaflet and I understand and accept the conditions.

I enclose a cheque for £\_\_\_\_\_ made payable to "The Lakes School" to cover the fees for the entries listed overleaf.

Signed (candidate) \_\_\_\_\_

Date \_\_\_\_\_

Signed (parent/guardian if the candidate is under 18)

Name \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 3

### Internal Coursework and Controlled Assessment Procedure

As part of the Internal Appeals Policy Assessments for external Qualification (IAP) students will have the right to question the process by which their coursework is marked. They will not be able to query the marks that they have been given only the procedure. Examples of incorrect procedure and therefore grounds for appeal would be:

- Staff who have made judgements but do not possess appropriate subject knowledge or skills
- Staff who have insufficient training
- Inadequate internal moderation
- Work assessed not in accordance with the specification
- Deadlines not set or enforced

This procedure must be consistent across the Department and all staff. To this end it is proposed that:

- Students will be given full details of the specification and what is going to be assessed. This information is already available to students via the Examining Bodies web site.
- Once work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of and is not covered by the IAP. It is not necessary to inform students of their raw marks unless you wish to. However the more open we are the less the student will feel alienated by the process.
- Final coursework deadlines will be in two parts
  1. Hand in Date
  2. Final Acceptance Date

The dates are to be set within the Department/Subject. Once these are set they must be communicated to the students and changed. It is possible to set internal deadlines to monitor the work to suit the individual teacher.

- If students fail to hand in the work by the hand in date then a Late Coursework /Controlled Assessment procedure will be instigated by the Head of Department. The students potentially at risk should be identified by the departmental procedures prior to the Hand in Date. It is proposed that:
  - Students time will be managed — This will have no impact on teaching time i.e. they will not be taken out of other lessons to finish
  - Students who fail to meet the final acceptance date are then billed for the examination entry
  - Students who fail to meet the Hand in Date for medical reasons must produce a valid medical certificate.

The late coursework / Controlled Assessment procedure will not be seen as an easy option or that those students are given an advantage.

- As part of the process, Faculties must make available to students the moderation process and who would be involved.
- Homework time used for coursework must be recorded in the student's planner.

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## Student Guidelines

1. All coursework deadlines are published and available to all
2. Deadlines are set and don't change for any reason
3. Handing in date - if you fail to hand in then a late coursework procedure is instigated with the Head of Department
4. You must be fully aware of specification requirements
5. Homework time used for coursework should be recorded in the student planner

## Word Processor Policy at The Lakes School

### Appendix 4

#### Policy for use of a Word Processor in examinations

Any student can use a word processor in their examinations if;

- It is their normal way of working at school, and;
- They have been assessed by the SENCO as eligible for the use of a word processor and the exams office has been notified of that request.

Normal way of working means the student uses the word processor

- In the classroom; or
- Working in small groups for reading and/or writing; or
- Literacy support lessons; or
- Literacy intervention strategies; and/or in internal school tests and mock examinations.

\* The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment for which medical evidence is required. A note from the school nurse may constitute sufficient evidence. If a student has **never** made use of the WP arrangement granted to him/her, then it is **not** his/her normal way of working. **The arrangement should not be awarded for examinations.** (The use of the arrangement will be monitored in internal school test, controlled assessments and mock examinations.)

Students may not use their own word processor for exams and they cannot use their own log-in on a school computer which is to be used for exams. The invigilator will always use a specific exams log-in.

Students are restricted to using Notepad or Wordpad to type their exam answers. Details for how to set up a document for an exam will always be with the invigilator.

Students are responsible for the frequent saving of their work during the exam time. It is also the responsibility of the student to ensure that the pages are numbered, that each page has the centre number, candidate number and unit/component code as either a header or a footer. Failure to do so may mean a student is awarded zero marks for that unit as the exam board will not be able to identify the work.

The invigilator will always have an exams memory stick should there be any problems with printing the completed scripts. A student's own memory stick must never be used.

The student must be present when their answers are printed to confirm the script is complete. If the script cannot be printed in the exam room the student will be escorted to the Exams Office and must wait until their script has been printed and they have confirmed it is complete.

Every effort is made to ensure that students cannot access spell check their own drive and the internet during exams. However, if any student is found trying to get around these settings this will be interpreted by the school as malpractice and will be reported to the Awarding Body. Any student who causes damage to the computer or changes settings other than those mentioned eg changing screen saver, will receive internal sanctions.

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Whilst the centre will do everything possible to ensure the hardware is fit for purpose parents/carers and students have to understand that use of IT in any exam carries a certain risk and that by use of the WP in an assessment they are happy to accept that risk.

## Appendix 5

### Policy regarding staff responsibilities for GCSE controlled assessment Roles and Responsibilities

#### Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource requirements for the year. As part of this resolve:
  - Clashes/problems over the timing or operation of controlled assessments.
  - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

#### Heads of Department

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Internally standardise the marking of all controlled assessments.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

#### Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.

- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

### **Exams office staff**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be canted out, at the direction of the senior leadership team.

### **Special educational needs co-ordinator/additional learning support**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

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