

Exam Policy 2018-2019

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

The exam policy will be reviewed annually by the Exams Officer, who is Jenny Vowles.

Purpose

The purpose of this exam policy is:

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

Exam responsibilities

The Exams Officer:

- Has the complete and thorough overview of the exam process at Wynstones.
- Manages the administration of public and internal exams.
- Carries out all work and maintains required records in accordance with JCQ or awarding body regulations as appropriate and ensures the integrity of the exam is preserved at all times.
- Advises the senior leadership team, subject and class tutors and other relevant support staff on procedures as set by the JCQ and various awarding bodies.
- Supports the administration of Access Arrangements by the SENDCo and visiting consultant and assists in making applications for special consideration using the orange JCQ publication "Adjustments for candidates with disabilities and learning difficulties. Access Arrangements and Reasonable Adjustments" guidebook for 2018/19.
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam process and timetable that will affect them.
- Accounts for income and expenditures relating to all exam costs/charges in collaboration with Accounts. Makes the information regarding exam costs available to parents.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Provides documents for publication on the school website to the website administrator. Provides and confirms final entries.
- Consults with teaching staff to ensure that NEA (Non-Examined Assessment, formerly known as Coursework) is completed and where necessary marked on time and in accordance with JCQ guidelines and that candidates are given their internal marks and given the opportunity to appeal against them and have them reviewed before they are submitted to the exam board.
- Submits candidates' NEA marks, tracks despatches and stores returned NEA and any other material, as required by the appropriate awarding bodies correctly and on schedule.
- Identifies and manages exam timetable clashes.

- Creates invigilation and exam room timetables in consultation with the Upper School Teachers.
- Receives, checks, logs, stores and dispatches securely all exam papers and completed scripts in collaboration with Receptionist.
- Organises the recruitment, training and monitoring of a team of internal and external exams invigilators responsible for the conduct of exams. For British Computer Society assessments, also organises the registration and observation of invigilators in line with the BCS Operational Requirements Manual section 22.1.
- Arranges for dissemination of exam results and certificates to candidates and forwards/supports any appeals/re-mark requests.
- Is available on request for JCQ inspection and provides all relevant materials.

Teachers are responsible for:

- Notification to the Exams Officer of any Access Arrangements requirements (as soon as possible after the start of the course) and in cooperation with the US SENDCo and visiting consultant.
- Submission of correct specification and unit codes to the Exams Officer at the start of the academic year.
- Submission of candidates' names for entries to the Exams Officer when they are requested, usually shortly before Christmas.
- Preparing candidates for assessments, including ensuring that candidates are aware of timescales and regulations regarding internal assessments or coursework.
- Completing NEAs to the deadlines and ensuring that they are posted.

The SEND Coordinator and/or visiting consultant is responsible for:

- Identification and testing of candidates as required for Access Arrangements.
- Provision of additional support - with spelling, reading, mathematics, literacy, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.
- Writing the report for Access Arrangements application and processing the application with the support of the Exams Officer.
- Keeping in secure storage all the evidence regarding Access Arrangements in line with the JCQ/awarding body regulations and make it available for inspection as required.

Invigilators are responsible for:

- Running the exam in accordance with the JCQ rules and regulations, and the Exams Officer's instructions.
- Collection of all exam papers in the correct order at the end of the exam, prior to pupils leaving the exam room, and their return to the exams office.

Candidates are responsible for:

- Understanding NEA regulations and signing a declaration that authenticates their NEA as their own.
- Ensuring they arrive at their exams on time and conduct themselves in accordance with the JCQ or other exam board regulations.

Qualifications offered

- The qualifications offered at this centre are decided by College and Upper School Teachers.
- The qualifications offered include: GCE A level, GCSE, BCS ECDL and BTEC Awards, but may also include AS level, EPQ Level 3, IGCSE and other Level 1/2 Certificates.
- The subjects offered for these qualifications in any academic year may be found in the Exams Office.
- If there has been a change of course, specification or subjects added/removed from the previous year, the Exams Officer must be informed by the subject teachers at the start of the academic year.

Qualifications requested

- Occasionally a family may request additional qualifications while a child is still a pupil of the school. Our general policy is that this is acceptable but teaching must be arranged outside the school and must not impact on the child, his or her school work or that of their class or teachers in terms of diversion of time and attention from their normal timetable. No time will be allowed off normal school for preparation for external exams and no exemption from homework or activities such as plays or trips will be given.
- Parents should be aware that the school does not approve requests to take a different board or specification of a qualification offered by the school.
- If parents enter a child for an external exam and it is found that any aspect of this is impacting adversely on the child's school life, a meeting will be called with the Chair of College, the Class Guardians and the parents to discuss the matter and find a way to retrieve the child's normal school routines.
- Sometimes a pupil or their family may request to return to school after Class XII to retake exams. This situation we regard more flexibly than that outlined above. The child will normally be entered for the re-take as an external candidate and be subject to our standard external candidate fees. If it is requested that the child sit in the current Class XI or XII to revise for the re-take, any decision about this will be taken on a case-by-case basis but primary consideration will always be given to the needs of the class to be joined. Teaching fees will also be payable if any agreement to join a class is made.

Exam seasons

- Internal exams and NEAs (mocks) are scheduled by the Chair of Upper School.
- External exams are normally scheduled by the exam boards and may be in May and/or June. Other external assessments are governed by exam board deadlines.
- BCS and BTEC online assessments do not have fixed dates, so are usually scheduled by the relevant Subject Teacher in consultation with the Exams Officer outside the main exam seasons.
- If the Subject Teacher or Chair of Upper School requires it to be so, internal exams are held under external exam conditions.
- The Subject Teacher decides which exam series are used in the centre, and this is agreed by the College of Teachers.

Exam leave

- In accordance with guidance from the Department of Education, we offer exam leave to all pupils taking exams from the start of their exams until the last GCSE exam for Class X, or until the last GCE exam for Class XII. Provision for study at school will be made in the form of a study room for those students who wish to work at school and ad hoc arrangements for group or individual study with subject teachers are welcomed. Absences during this time will be recorded as authorised absence. Pupils will attend school as normal after their exams until the end of term.

Timetable

- The final timetable will be produced once the final entries have been made, usually during March. A draft timetable is available for internal purposes before entries are made, usually in the Autumn Term.
- Once confirmed, the Exams Officer will circulate the exam timetable for our students' and any external candidates' external exams via the Upper School notice boards, the School Secretary, the Staff Room notice board and the school website. Facilities staff are also informed.
- Candidates are responsible for noting the dates and times of their exams, which are on their Statement of Entry and Upper School notice board.

Entries, entry details and late entries

- Candidates are selected for their exam entries (subject and level/tier) by their Subject Teachers.
- Consultation with Parents/Carers, Class Guardians and Tutors regarding examination entry is managed through the Upper School Monitoring and Reporting Process. Members of staff must ensure that any meetings or informal communication regarding expected examination entry or attainment are consistent with this formal record.
- Teachers consult the SENDCo, Exams Officer and School Education Manager for advice where relevant. The School Education Manager is informed in any cases where there is disagreement or a concern.
- Where a candidate is not entered for an examination, they will still attend lessons and complete all work set by their teacher.
- Candidates or Parents/Carers can request a subject entry, change of level/tier or withdrawal by writing to the Subject Teacher. They must not contact the Exams Officer directly.
- For practical reasons, Wynstones School is not able routinely to provide access to most examinations for external candidates but will consider requests on a case-by-case basis. Fees are set out in the application form which must be completed.
- The Centre does not act as an exam centre for other organisations but will consider acting as a transfer centre. Decisions will be made giving primary consideration to the impact on our own pupils.
- Entry deadlines are circulated to Subject Teachers via entry forms placed in staff pigeon holes. Reminders are communicated at the US meeting.
- Late entries are authorised by the School Education Manager, the Exams Officer and the School Business Manager, in consultation with the parents and relevant subject teachers.
- Resits. Current policy:
 - Re-sit decisions will be made in consultation with Candidates, Parents, Subject Teachers and the Exams officer.

Exam fees

- All standard exam entry fees are recharged to the Candidate/the Parent or Guardian.
- Late entry or amendment fees are paid as follows:
 - If the decision is made by the Candidate/their Parent/Guardian to enter, withdraw or change tier late, the additional cost will be met by the Candidate/Parents.
 - If late entries, withdrawals or changes of tier are made by the Teacher due to teaching factors, miscommunication with the Exams Office or by administrative error by the Exams Officer, the additional cost will be met by the Centre.
 - Re-sit fees are paid by the Candidate/Parent or Guardian.
 - Fees for all other exam services (Enquiries About Results, replacement certificates etc) are payable by the Candidate/Parent/Guardian.

Equality Act 2010

- All exam centre staff must ensure that the centre meets the requirements of the Equality Act 2010.
- The Act introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, who at Wynstones is Chair of College or Upper School representative on the Education Management Group.
- Exams are held in Windrush, accessed by a ramp, or the Main Building, level access. There are no steps into classrooms. There are disabled access toilet facilities in Windrush.

Access arrangements

- The SENDCo will inform Subject Teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCo can then inform individual staff of any Access Arrangements that individual candidates can be granted during the course and in the exam.
- A candidate's Access Arrangements requirement is determined by the SENDCo/Educational Psychologist/Specialist Teacher.
- Making Access Arrangements for candidates to take exams/controlled assessment units is the responsibility of the Exams Officer, following a report from the SENDCo, and with their assistance.
- Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENDCo, with the support of the Exams Officer.
- Rooming for Access Arrangement candidates will be arranged by the SENDCo with the Exams Officer.
- Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Exams Officer.
- Access Arrangements must reflect the candidate's normal way of working, eg in mocks or internal exams and lessons: for example, it is not simply a matter of preference whether to use for example a Word Processor.

Contingency planning

- Contingency planning for exams administration is the responsibility of the Exams Officer with the support of the School Education Manager and the School Business Manager. See separate Policy.

External candidates

- Accepting and managing external candidates is the responsibility of the Exams officer.
- External candidates wishing to take exams for which we have no candidates will not normally be accommodated.
- We will normally try and accommodate former pupils as external candidates but reserve the right to refuse.
- We will normally be unable to accommodate external candidates who require practical work before taking exams.
- When we refuse to take an external candidate we reserve the right not to give a reason.

Managing invigilators

- Teachers as well as external invigilators are used to invigilate examinations. Where sole invigilation takes place, invigilators may be neither the subject teacher nor a relative of a candidate. External invigilators normally have a close relationship with the school but are independent of the candidate cohort.
- Recruitment and training of invigilators should they be required is the responsibility of the Exams Officer.
- Securing the necessary DBS clearance for new invigilators is the responsibility of the Business Office.
- DBS fees for securing such clearance are paid by the Centre.
- Invigilators are timetabled and briefed by the Exams Officer.
- Invigilators for British Computer Society examinations must be registered, complete online training and be observed, as outlined in the BCS Operational Requirements Manual.
- Invigilators' rates of pay are set by the Finance department.
- These invigilators may be used for internal and external exams.

Malpractice and maladministration

- The Head of Centre (Chair of College) with support from the Exams Officer is responsible for reporting to the relevant awarding body, and investigating as requested, suspected malpractice.
- For British Computer Society (BCS) assessments, suspected or actual malpractice or maladministration must be reported to BCS immediately.

Exam days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- The Exams Officer and invigilators (with the school Caretaker if necessary) are responsible for setting up the allocated rooms as per the JCQ/awarding body regulations.
- The Exams Officer will start all exams in accordance with JCQ/awarding body guidelines.
- In BCS assessments, the ICT teacher may be present only if requested by the invigilator to resolve technical difficulties and any such request must be logged.
- Subject staff may be present at the start of written exams to assist with identification of candidates but must leave the room before the exam begins. They must not advise on which questions or sections are to be attempted. Their presence is at the discretion of the Exams Officer. If they look at the exam question paper they must not leave the room during the first hour; if staying in the room under this condition they are still not allowed to invigilate.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to subject teachers as soon as is practicable after the scheduled end of the exam by the Exams Officer.

Candidates

- The Centre's rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Candidates may not wear short skirts/shorts with bare legs due to the opportunity to cheat.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ/awarding body guidelines.
- Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator. In any event they may not leave the exam room until an hour has elapsed from the scheduled start of the exam or until after the scheduled end of the exam in the case of exams which are shorter than one hour.
- Note: candidates may leave the exam room only to go to the lavatory. Candidates in BCS assessments may not then return to the exam room unless they have an Access Arrangement permitting bathroom breaks. Candidates in other assessments are required to return immediately to the exam room. They must be accompanied by a member of staff at all times. If they leave the exam room early for any other reason they will not be allowed back to complete their exam. If the reason is illness then they will be advised to get a letter from their doctor so that the Exams Officer may apply for Special Consideration.

Late candidates

- Candidates who arrive within the first 60 minutes of the exam will be admitted as "late" and their lateness recorded. Candidates who arrive after the first hour will be considered to be "very late". They will be allowed to sit their paper; however, the lateness and the circumstances surrounding it will be reported to the board by the Exams Officer and the candidate will be advised that the board may not accept their paper.
- Candidates who are repeatedly late will receive a warning from the Exams Officer that they may not gain their respective qualifications and the parents/guardians will be informed.
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

Disruptive candidates

- Any candidate who is disruptive will be reprimanded by the invigilator and a warning given by the Exams Officer after the exam.
- Any candidate who is continuously disruptive prior to or during an exam will be removed from the exam room and supervised by centre staff until the exam time is over. The School Education Manager will contact the parents/guardians and the school may not allow entry to further exams.

Clash candidates

- The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging paperwork for overnight supervision and storing it/submitting it to the exam board as appropriate.

Special consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during an exam or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert their Subject Teacher or the Exam Invigilator, to that effect, who will then contact the Exams Officer.
- The candidate must support any Special Consideration claim with appropriate evidence within a week of the exam, for example by providing a letter from the candidate's doctor.
- The Exams Officer will then complete a Special Consideration application to the relevant awarding body by the deadline and report the decision of the exam board back to the candidate when known.

Emergency planning

- In the event of a disastrous emergency prior to exam day, such as school fire, flooding or other exceptional event, the Head of Centre and Exams Officer will contact the relevant exam boards and make arrangements for the exam to be held at another centre, most likely St Peter's High School. Candidates will be contacted as far as is possible, a notice will be put on the school website and centre staff will assist with re-directing to the new site. See separate Contingency Policy.

Non-Exam Assessment (NEA) replaces the largely discontinued term coursework

- It is the duty of Subject Teachers to ensure that all NEA is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent. It is the Subject Teachers' responsibility to ensure work is photocopied and sent by the deadline provided by the Exams Officer. The Exams Officer will supply contact details for the exam board subject specialist team to teachers.
- Marks for all internally assessed work and estimated grades are provided to candidates with sufficient time for an appeal against the mark or grade to be made and heard before submission by the Subject Teachers to the Exams Office and thence to the exam boards.
- Appeals against internal assessments must be made by one week before the submission deadline or other such date as given by the Exams Officer.
- The process for managing appeals against internal assessments is detailed in a separate Appeals Policy, available from the Exams Office.

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

- Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses. Where candidate email have been verified addresses (ie addresses on @wynstones.com), the decision may be taken to supply results this way.
- Results may be given to a candidate's family member, or in exceptional circumstances, another third party, if they have signed the release form as supplied by the Exams Officer, prior to the end of the summer term or other such date as determined by the Exams Officer.
- Results will be given to candidates who owe fees.
- Arrangements for the centre to be open on results days are made by the Exams Officer.
- The provision of staff on results days is the responsibility of the Head of Centre.
- The Exams Officer will provide results reports for Subject Teachers for their subject only on or after the day of release of results to candidates.
- Where the teaching staff would like to analyse individual candidates' results across all their subjects, these results may only be requested from the Exams Office by the Chair of Upper School or Head of Centre. They will not be released to other members of staff.
- In accordance with Data Protection we will not publish individual results without the candidate's prior permission. Results will be published via the school newsletter and website in the form of statistical data only, aggregated where necessary. No names will be published.

EARs (Enquiries About Results)

- EARs may be requested by candidates if there are reasonable grounds for believing there has been an error in marking. The Candidates must firstly speak to their Subject Teacher who will inform the Exams Officer. Candidates' consent by signing the relevant form is required before any EAR request is made. The consent makes clear that the grade may stay the same, go up or go down.
- The cost of any EARs enquiry will be met by the candidate/parent or guardian in all circumstances where the Board charges the result. It is not appropriate for Subject Teachers to pay on their behalf and such a request will be denied.
- Parents will be asked to sign the form to say they are aware of the cost implications of the request and are prepared to pay and the request will not be processed until this is agreed.

ATS (Access To Scripts)

- After the release of results, candidates may ask subject staff to request the return of papers.
- Centre staff may also request scripts for investigation or for teaching purposes. For this the consent of candidates must be obtained using the relevant JCQ form.
- Reviews of marking cannot be applied for once an original script has been returned.
- Costs will be met by the candidate/parent or guardian where the request is made by the family.
- Where a script is to be used for teaching purposes the cost must be met by the school. This can be approved only by the Accounts Department, and still requires the candidate's consent.

Appeals for British Computer Society assessments

- Candidates for BCS online assessments may appeal against their result directly to BCS within 20 days of the assessment.

Certificates

- Certificates are presented in person at the Upper School festival during the Autumn Term or posted first class.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing to the Exams Officer on the appropriate form.
- Certificates are withheld from candidates where school fees are owed until the position is regularised.
- The centre retains uncollected/undelivered certificates for one year after which they will be securely destroyed.
- A transcript of results may be issued if a candidate agrees to pay the costs incurred.

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<u>Authorised by:</u> Name: Job title:	Sign:
Date:	