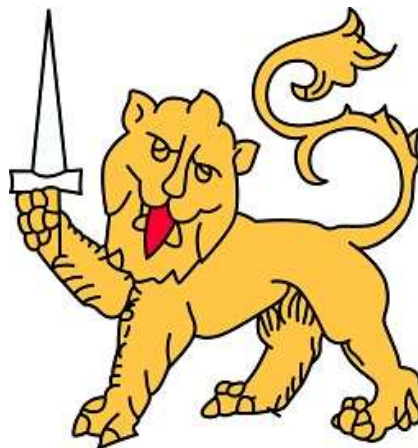


# Federation Examination Policy

Aylestone School federated with Broadlands Primary and Withington Primary



This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr N O'Neil	
Date of next review	October 2022

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## The Purpose of the Exams Policy

The purpose of this exam policy is to ensure that:

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted, thus minimising risk to examination administration and any adverse impact on students.
- 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.

This policy will be 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.

The Exams Officer is responsible for the annual review and any required update of this policy.

The Executive Deputy Head is responsible for the approval and sign-off of this policy, via the SLT.

This policy will be communicated to all relevant centre staff and is available on the school website.

## Exam Responsibilities

The Exams Officer (EO) manages the administration of public and some internal exams (Year 11 mocks) and:

- 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 Service](#)
- is familiar with the contents of annually updated information from awarding bodies on administrative procedures
- 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 the exams office staff is being entered for examinations and assessments
- manages the production of the Exam Policy handbook and updates the school website to include the latest version
- ensures that candidates and their parents are informed of the examination timetable
- consults with teaching staff to ensure that all necessary NEA/ coursework/ controlled assessment is completed on time and in accordance with JCQ and exam board guidelines
- receives, checks and stores securely all exam papers and completed scripts
- consults with the SENCO to assist in the administration of access arrangements and to jointly make applications for special consideration in accordance with JCQ guidelines
- identifies and manages exam timetable clashes
- ensures that candidates' NEA/controlled assessment/coursework marks are entered on time by heads of Faculty, tracks despatch and distributes returned NEA/controlled assessment/coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for the dissemination of exam results and certificates to candidates and forwards, in consultation with Faculty heads, any appeals/review of marking requests

- maintains systems and processes to support the timely entry of candidates for their exams

### Head of Centre

- 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 JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- 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 Examinations Officer
- ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- 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)
- ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- ensures the centre has a data protection policy in place

### Senior Leadership team (SLT)

- Organises teaching and learning
- Manages external validation of courses followed at key stage 4
- will be 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
  - Suspected Malpractice in Examinations and Assessments
  - Post Results Services

### Heads of Faculty

- ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Examinations Officer 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

### The SEN Coordinator (SENCo)

- Identification and testing of candidates, requirements for access arrangements

- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims
- 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.
- Will check the qualifications of the centre's assessor and that the correct procedures are followed.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

#### Candidates are responsible for:

- Confirmation of entries when their exam timetable is received
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own

#### Invigilators

- will attend training, update, briefing and review sessions as required
- will provide information as requested on their availability to invigilate

#### Office Manager

- will support the EO during examination periods, and will undertake duties as laid out in the contingency plan in case of absence of the EO

#### General Office Staff

- will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times

#### Site Staff

- will support the EO in relevant matters relating to exam rooms and resources

#### ICT Technicians

- will support the EO in relevant matters relating to technical requirements, such as on screen tests, word processors and listening equipment.

## Qualifications

The qualifications offered at this centre are decided by the Heads of Faculty and the Senior Leadership Team.

The Awarding Bodies used are:

AQA [www.aqa.org.uk](http://www.aqa.org.uk)  
Edexcel [www.edexcel.com](http://www.edexcel.com)

OCR [www.ocr.org.uk](http://www.ocr.org.uk)  
WJEC/Eduqas [www.wjec.co.uk](http://www.wjec.co.uk)

The subjects offered for these qualifications in any academic year can be found on the website.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject Teachers and Achievement Co-ordinators, but will always be approved by SLT.

## Exam Series and Timetables

External exams and assessments are scheduled in November, January, May and June.

Internal exams may be held under external exam conditions.

Once confirmed, the EO will place the exam timetable for External Exams on the school website, the Exams notice board and in Year 11 form rooms.

## Entries

For the Summer exams, entry information is collected by the EO late in the Autumn term. Heads of Faculty will confirm entries, including tiers and entry codes, by 31<sup>st</sup> January each year (or the relevant deadline if entries made for a different series). If entries are to be made in a series outside of the Summer series, the Head of Faculty is to inform the Exams Officer well in advance to ensure entry deadlines are met.

Late entries or amendments are authorised by the Head of Faculty with the approval of the SLT.

Fee reimbursements are sought from candidates who:

- decide to sit or withdraw from an exam after the late entry or withdrawal deadline date set by the awarding bodies;
- fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Aylestone School does not accept private candidates.

Candidates are not required to pay for resit examinations.

## Malpractice

The Headteacher and SLT are responsible for investigating suspected malpractice in accordance with the JCQ guideline.

Any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) will be investigated and reported to the awarding body immediately, by completing the appropriate documentation.

## The Equality Act

The Equality Act 2010 strengthens the duty to make reasonable adjustments to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

The centre will meet the requirements of the Act by ensuring that the exams centre is accessible and improves candidate experience. This is the responsibility of the SENCo. Reasonable adjustments will be made for students with permanent or temporary disabilities which could include placing students near to exits, ensuring sufficient space between desks for wheelchairs, rooming students into exam rooms at ground level, allowing rest breaks, enlarging scripts, provision of a Word Processor etc. This is in addition to any access arrangements that are made for students.

Requests for separate rooming arrangements should, where possible, be supported by medical evidence detailing a need for this and there must be a history of need supported by the Centre. All requests for exam arrangements must

be with the SENCo by the end of February to allow sufficient time for the requests to be processed by the exam boards. Requests received after this date may not be processed.

## Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the Exams Officer and the Team Leader - Student Support Team Workers.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation for access arrangement candidates will be organised by the Exams Officer and Team Leader - Student Support Team Workers.

Support for access arrangement candidates will be organised by the SENCo.

## Managing Invigilators

External staff are used to invigilate external examinations. Mock exams are invigilated by teaching staff.

Recruitment and training of external invigilators is the responsibility of the Exams Officer. A record of the training provided to invigilators will be kept on file for the required period.

Securing the necessary Disclosures and Barring Service (DBS) clearance for new invigilators is the responsibility of the Bursar Office Manager.

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

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators rates of pay are set by Herefordshire Council.

## 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. For internal exams, the Heads of Faculty will ensure that exam papers are delivered to the rooms.

Site management is responsible for setting up the allocated rooms.

Invigilators will start all exams in accordance with JCQ guidelines.

No teaching staff are allowed into an exam room before or during an external exam, with the exception of GCSE Art and Modern Foreign Language speaking exams and **BTEC On-Screen Tests where deemed appropriate by the Exams Officer.**

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. Invigilators are not permitted to read the contents of an external exam paper.

Papers will be distributed to Heads of Faculty after the end of the exam session, **or after the last candidate has finished their exam in a clash situation, but must be kept secure.**

## Candidates

Candidates must wear full school uniform for all exams.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam days in accordance with JCQ guidelines.

Candidate identification cards are to be placed on their examination desk when External Invigilators are used.

### Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam. This must be supported by SLT.

## Internal Assessments and Appeals



It is the duty of Heads of Faculty to ensure that all internal assessment 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 sent.

### Appeals against internal and external assessments

The process for managing appeals against internal and external assessments is detailed in the Complaints and Appeals Policy (EXAMS).

## Results and Post Results Services

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide a stamped self addressed envelope).

Results can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. Candidates should provide a letter or email to this effect.

### Review of Result (RORs)

**RORs** may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any **ROR** is requested.

Candidates can request that an **ROR** be carried out and they will be charged for this service before a request is made to the awarding body.

If the centre marks for internal assessment have been accepted by an awarding body without change then it is not possible to request a review of this component.

### Access to Scripts (ATS)

After the release of results, candidates may request the return of one or more of their exam papers and they will be charged for this service. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

## Certificates

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. Candidates should provide a letter to this effect.

The centre retains certificates for a minimum of twelve months after the date of issue. After this time centres are allowed by the awarding bodies to destroy any uncollected certificates.

If a certificate has been destroyed then a transcript of results may be issued by an awarding body if a candidate agrees to pay the costs incurred, currently around £45 per awarding body.

## Primary Examinations

In the primary setting the Deputy Head (Primaries) is responsible for:

- Registering children who will partake
- Ordering, storing, security and completion of Year 2 and Year 6 SATs papers and all other statutory end of Key Stage or threshold assessments
- Notifying the exam boards of any special requirements needed eg extra time, visual overlays etc
- Ensuring that the SATs are carried out following the guidance set out in the handbooks
- Completing paperwork and sealing SATs papers ready for collection.
- Ensuring the school and papers are ready for any external moderation should this be requested.
- Completing all STA admin tasks required to meet deadlines published by the DfE
- Processing appeals and remarks and amend data where necessary

The Exams Officer will assist in uploading results to the Local Authority and the DfE.