

# GOSFORTH ACADEMY AND GOSFORTH JUNIOR HIGH ACADEMY EXAM POLICY

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The purpose of this exam policy is:

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

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of School, Director of Main School, Director of Post 16, Director of Curriculum, Director of Performance, Leaders of Teaching and Learning, senior leadership team, Exams Manager, and the governors.

## 1. Exam responsibilities

### Head of School

Overall responsibility for the school as an exam centre:

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

- check that the assessment process is administered correctly.

### **Director of Performance**

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

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

### **Exams Manager**

Manages the administration of public and internal exams:

- advises the senior leadership team, leaders of teaching and learning, subject teachers, class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework, controlled assessment and Non - Examination Assessment is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration in accordance with JCQ guidelines
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' marks for coursework, controlled assessment and Non - Examination Assessment coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

### **Leaders of Teaching and Learning**

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- accurate completion of coursework, controlled assessment and Non - Examination Assessment mark sheets and declaration sheets
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Manager
- identify candidates outside each exam venue
- maintain discipline outside each exam venue at the beginning of exams

- take a list of absent students to Student Reception/Post 16 tutors so they can be contacted
- effective communication of exam information to departments and co-ordination of department staff

### **Teachers**

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

### **SENCO**

- administration of access arrangements.
- identification and arranging for 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.

### **Lead invigilator/invigilators**

- collection of exam papers and other material from the Exams block before the start of the exam
- to start and finish exams
- make a list of absent students to give to staff outside the exam venue so they can be contacted
- reading out the 'Suggested wording for the announcement at the beginning of an examination'
- complete attendance register
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

### **Candidates**

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

### **Administrative staff**

- preparation of exam rooms.
- preparation of exam boxes.
- posting of exam papers.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Head of School, Director of Curriculum, Leaders of Teaching and Learning and the senior leadership team.

The statutory tests and qualifications offered are GCSE, A levels, V Certs, ECDL, BTEC, ASDAN and CACHE.

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

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

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

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

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Head of School, Leaders of Teaching and Learning and the senior leadership team.

#### **3.2 Timetables**

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

### **4. Entries, entry details, late entries and retakes**

#### **4.1 Entries**

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

The centre does not accept entries from external candidates.

Former students may be allowed to retake an exam as an external candidate subject to consultation with the Director of Post 16 and the Exams Manager.

#### **4.2 Late entries**

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

Late entries are authorised by Leaders of Teaching and Learning and Exams Manager.

### **5. Exam fees**

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

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

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

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework and controlled assessment requirements.

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

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

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

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

Vocational subject retake fees are paid by the centre.

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

### **6.1 Equality Act 2010**

The equality act 2010 extends to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special needs**

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

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

### **6.3 Access arrangements**

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Manager.

## **7. Managing invigilators and exam days**

### **7.1 Managing invigilators**

External invigilators will be used for exam supervision.

They will be used for all internal and external exams.

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

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

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

Invigilators are timetabled and briefed by the centre administration.

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

## **7.2 Exam days**

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Leader of Teaching and Learning.

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

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

Subject staff will be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

## **8. Candidates, clash candidates and special consideration**

### **8.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Subject teachers may deal with any candidate not present at the start of an exam through their own departmental procedures.

### **8.2 Clash candidates**

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

### **8.3 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

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

The Exams Manager will then forward an online application for special consideration to the relevant awarding body within seven days of the exam.

## **9. Coursework and appeals against internal assessments**

### **9.1 Coursework**

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

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

A copy of the marks for all internally assessed work are provided to the exams office by the Leaders of Teaching and Learning.

## **9.2 Appeals against internal assessments**

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

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

### **10.1 Results**

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

Arrangements for the school to be open on results days are made by the Exams Manager.

### **10.2 Enquiries About Results**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Candidates are normally responsible for payment of and EAR fee.

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

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

The Exams Manager is responsible for EAR

applications. (See section 5: Exam fees)

### **10.3 ATS**

After release of GCE results, candidates may ask for a priority copy of their script. The application must be made within 1 week of the release of results. A remark may still be requested after the script is returned.

After release of GCE & GCSE results, candidates may ask for a copy script to support teaching and learning. The application must be made before 20 September. The script will not be returned before the E.A.R deadline. Once this request has been made, an application for a remark cannot be processed.

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

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

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

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

Exams Manager.

**11. Certificates**

Certificates are collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

	September 2019
<b>Date approved:</b>	.....
<b>Signed:</b>	.....
	September 2020
<b>Date to be reviewed:</b>	.....