

# BRINE LEAS SCHOOL

Part of The Cornovii Trust



## EXAMINATIONS POLICY

### Contents

1. Introduction and aims
  2. Roles and responsibilities
  3. Qualifications offered
  4. Timetables
  5. Entries (including entry details and late entries)
  6. Exam fees
  7. Equalities
  8. Access Arrangements
  9. Contingency planning
  10. Managing invigilators
  11. Exam days
  12. Malpractice
  13. Candidates
  14. Special consideration
  15. Internal assessment
  16. Results
  17. Certificates
  18. Word processor / laptop policy
- 

### **1. Introduction and aims**

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

### **2. Roles and responsibilities**

## **2.1 Everyone**

Everyone involved in our exam processes, including staff and pupils, must understand and implement this policy.

## **2.2 Head of centre**

The head of centre:

- Has overall responsibility for the school as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

## **2.3 Exams officer**

The exams officer is responsible for the administration of exams. They:

- Manage the administration of all exams and calendared assessments
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Contribute to the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events.
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Consult with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment/NEA marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments/NEA
- Arrange for dissemination of exam results/certificates to candidates, forward any requests for review of marking and check requests have been received with the appropriate priority rating.
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments

## **2.4 Curriculum leaders**

Curriculum leaders are responsible for:

- Advising the exams officer on syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects, including coursework/controlled assessment/NEA
- Giving the Exams Office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment/NEA mark sheets and declaration sheets, to deadline

### **2.5 Special educational needs co-ordinator (SENCO)**

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

### **2.6 Lead invigilator(s)**

The lead invigilator(s) are required to:

- Assist the exams officer to run exams efficiently, according to JCQ regulations
- Check the examination room prior to the arrival of candidates to ensure that:
  - Heating, lighting, ventilation and levels of noise are acceptable.
  - No display materials that might be helpful to candidates are visible.
  - A reliable clock of readable size is visible to each candidate.
  - Notices are displayed in accordance with JCQ regulations.
  - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to JCQ *Instructions for Conducting Examinations*.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
  - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
  - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
  - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers in the examination room and issue the papers to candidates.
- Supervise the candidates throughout the whole time the examination is in

progress, and give complete attention at all times to this duty.

- Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the exams officer.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the school's safeguarding policy and procedures.

## **2.7 Candidates**

Candidates are required to:

- Check personal exam entries on receipt of timetable and inform the Exams Office of any discrepancies.
- Understand coursework/controlled assessment/NEA regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

## **3. Qualifications offered**

The qualifications offered at this Centre are decided by the School Leadership Team. The subjects offered in any academic year may be found in the Centre's published prospectus for that year and on the School website.

## **4. Timetables**

- The Exams Office will display timetables of all external exams on their notice boards. The Exams Office will add room details. Allocation of Invigilators will be the responsibility of the Exams Office.

## **5. Entries (including entry details and late entries)**

### **Entries**

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Curriculum leaders by the Exams Officer

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Exams Officer

### **Entry details**

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites.

### **Late entries**

Late entries are authorised by SLT. Deadlines for late entries are available from the Exams Office or the Awarding Organisation websites.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

### **Re-sits**

The Exams Officer may provide facts (e.g. proximity to grade boundary) but the school cannot advise candidates on whether to pursue a re-sit.

## **6. Exam fees**

Normal registration and exam fees for the first sitting are paid by the Centre for fully funded candidates with an active enrolment.

Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirements without medical evidence or proof of other mitigating circumstances.

The Exams Office will charge a non-attendance fee of the component cost for any timetabled exam or assessment missed without supporting evidence.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Re-sit fees are paid by the candidates. This also applies to candidates re-sitting a year already taken and taking units that they sat previously.

The school will charge for exams or re-sits if the school has not been involved in preparing the student, even if they are on the list of prescribed public examinations

## **7. Equality Legislation**

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of SLT (examinations), exams officer and SENDCO.

The Learning Support department will inform Subject Tutors of candidates with special educational needs. The Manager can then inform individual staff of any special arrangements that candidates may be granted during the course and in the exam.

## **8. Access Arrangements**

Permission will only be granted where arrangements are:

- Their normal way of working
- meet the conditions set out by JCQ and the examination boards
- backed by evidence which shows that the arrangements show a significant improvement in performance

Possible access arrangements must only be discussed with the SENDCO. Therefore, it is important that no member of staff discusses possible access arrangements with a student or parent or provides students with access arrangements which have not been officially granted by the SEN Department.

On completion of testing, the Exams Officer and SENDCO (supported by SEN lead for examinations) will submit the applications. These will be stored securely in the SEN department.

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

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO with the support of the SEN lead for examinations and the Exams Officer.

Invigilation and support for candidates using access arrangements will be organised by the Exams Officer and the SEN lead for examinations.

## **9. Contingency planning**

Contingency planning for exams administration is the responsibility of the Headteacher, SLT (examinations) and the Exams Officer.

The Brine Leas School Examinations Contingency Plan is available via the website (policies).

## **10. Managing Invigilators**

- External Invigilators will be used for all external exams apart from some internally assessed components/controlled assessment/NEA.
- The recruitment of Invigilators is the responsibility of the Exams Office.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new Invigilators is the responsibility of the Human Resources office.
- DBS fees for securing such clearance are paid by the school.
- Invigilators are timetabled and briefed by the Exams Officer.
- Invigilators' rates of pay are set by the school.

## **11. Exam Days**

- The Exams Officer or designated Rooms/Timetetable staff will book all exam rooms after liaison with other users.
- The Exams Officer will make question papers, exam stationery and materials available for the invigilator
- The Site Team are responsible for setting up the allocated rooms.
- The Exams Officer/lead invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff may be present outside the venue prior to the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted and must not enter the venue at any point.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- Exam papers must not be read by Subject Tutors or removed from the exam room. Papers will be distributed to Curriculum Leaders the following day.
- After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

## **12. Malpractice**

Malpractice is essentially any activity or practice that deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates.

It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of Brine Leas School, the qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certification.

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify the Headteacher. The Headteacher, in consultation with SLT (examinations) and the Exams Officer is responsible for ensuring that suspected malpractice or maladministration is thoroughly investigated.

Where applicable, Brine Leas School will inform the appropriate regulatory authorities if it is believed there has been an incident of malpractice or maladministration which could either invalidate the award of a qualification or if it could affect another awarding organisation.

## **13. Candidates**

The exams officer will provide information to candidates in advance of each exam series. This will include, but will not be limited to, the exams page on the school website and assemblies.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

Candidates' identity will be verified by photo ID cards

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject.

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (e.g. breakages during the exam).

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The Exams Office staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **13.1 Clash candidates**

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary. In cases of overnight supervision, candidates need to complete the appropriate documentation in accordance with JCQ regulations.



#### **14. Special consideration and reasonable adjustments**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the school or Exams Officer to that effect.

The Exams Team will inform and support on the application for special consideration, on the condition that it meets JCQ guidance.

Students identified as requiring reasonable adjustments will be assessed in line with the current JCQ procedures. Reasonable adjustments must not affect the integrity of what needs to be assessed.

#### **15. Internal assessment (coursework / controlled assessment / NEA)**

Candidates who have to prepare coursework should do so by the required date.

It is the duty of heads of Curriculum Leaders to ensure that all internal assessment is marked / internally verified and ready for dispatch at the correct time.

Curriculum leaders have the responsibility to ensure that appropriate quality assurance procedures are followed in line with Awarding Organisation requirements.

The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by Curriculum leaders. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure policy.

##### **15.1 Reviews of marking for Internal Assessments**

The Centre is obliged to publish a separate policy on this subject, which is available from the website.

#### **16. Results**

All individual candidate statements of results for General Qualifications received during the course will be collected in person by the candidate or nominated third party, provided they have written authority from the candidate to do so and bring suitable photo ID.

Arrangements for the centre to be open on results days are made by the Headteacher, SLT (examinations) and SLT (site).

The provision of the necessary staff on results days is the responsibility of the Headteacher with the support of SLT (examinations) and the Exams Officer.

##### **16.1 Enquiries about results (EARs)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. The cost of EARs will be paid by the candidate.

All decisions about whether to make an application for an EAR will be made by candidates (with the exception of a request for a re-moderation of internally assessed work). The Exams Officer can provide raw scores and grade boundaries but cannot offer advice.

All processing of EARs will be the responsibility of Exams Officer following the JCQ guidance.

### **16.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within the Awarding Organisation's stated deadlines.

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

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

If a result is queried, the Exams Officer in conjunction with SLT will investigate the feasibility of asking for a review at the curriculum area's expense. Otherwise the candidate will pay for the review themselves. If there is a change in overall grade the candidate will receive a refund from the Exams Office.

### **17. Certificates**

Certificates must be collected in person at the centre and will only be posted in cases of a move out of the area.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and provide their own identification.

Certificates are not withheld from candidates who owe fees. The Centre retains certificates for one year.

### **18. Word Processor/laptop Policy**

The policy has been written in accordance with JCQ regulations which are published annually in September. Full details of examination access arrangements can be found in the JCQ publication 'Access Arrangements and Reasonable Adjustments'.

#### **Principles for using a Word Processor**

- Under the guidelines issued by JCQ "*Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled to a candidate where it is their normal way of working within the*

*centre*".

- Candidates may not require the use of a word processor/laptop in each specification, as subjects and their methods of assessment may vary, leading to different demands. The need for the use of a word processor/laptop is considered on a subject-by-subject basis.
- Requests for a candidate to have use of a word processor/laptop in exams must be submitted to the SENCO who will liaise the Examinations Officer.

A word processor/laptop will not be granted to a candidate simply because he or she prefers to type rather than write or can work faster on a keyboard or because he or she uses a laptop at home.

- The use of a word processor/laptop in exams can only be granted if it reflects the candidate's '*normal way of working*', which includes in the classroom, mock examinations, tests and homework tasks.
- The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of the exam.
- The provision of a word processor does not, in itself, entitle candidates to extra time in examinations.

**Guidance for candidates:**

- Word processors/laptops used in both internal and external examinations will be provided by the School and the IT Technicians are responsible for ensuring that they are in good working order.
- In external exams, candidates will be sitting in a separate room to the main examination room with separate invigilation organised by the Examinations Officer. The header will be set up with the following information for exam board purposes:-
  - Candidate Name
  - Candidate Number
  - Exam Paper (i.e. subject)
  - Exam centre number 40631
- Each candidate will be logged on and off by a member of staff. Candidates will not be permitted to use their normal school login during examinations.
- A restricted login for each candidate will be provided which denies access to the internet, spell and grammar check and predictive text.
- At the end of the examination session, candidates will be supported by the invigilation team to print their work and advised not to turn off or log off the word processor/laptop.
- Candidates are permitted to both type and handwrite throughout the exam but must ensure that question numbers are clearly labelled throughout.
- Word processed scripts will be inserted in the normal answer booklet.
- The normal question/answer booklet must be fully completed by the candidate with personal details (name, candidate number, exam etc) **AND SIGNED IF REQUIRED.**
- Candidates must be present while their work is being printed off and verify that the work is their own by signing each page.

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