



**WESTBOURNE
SCHOOL**

EP16 Examinations policy

To be read in conjunction with:

- Teaching and Learning policy
- Curriculum policy
- Assessment policy

Date reviewed:	September 2019	Policy:	Examinations policy
Review due:	September 2020	Reviewed by:	Leo Guy

Version	Date	Updated by
1.0	September 2018	Leo Guy
2.0	September 2019	Leo Guy

Date reviewed:	September 2019	Policy:	Examinations policy
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The 11-16 exam policy

The policy 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.

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 Head of Centre and Exams Officer.

Exam responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. *Refer to the JCQ document – suspected malpractice in examinations and assessments.*

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The Exams Office Manager / Exams Officer:

- manages the administration of public and internal exams
- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- 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 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 using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' 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.

Teachers are responsible for:

- the notification of access arrangements requirements (as soon as possible after the start of the course)
- the submission of candidates' names to heads of department/school/curriculum.

The Specialist Teacher is responsible for:

- the identification and testing of candidates, requirements for access arrangements
- the provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages and IT equipment - to help candidates achieve their course aims.

The Lead Invigilator/invigilators/Exam Coordinator is responsible for:

- the collection of exam papers and other material from the exams office before the start of the exam
- the collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

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Candidates are responsible for:

- confirmation and signing of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications

Qualifications offered

The qualifications offered at this Centre are decided by the Heads of Subject and the Senior Leadership Team. The qualifications offered are GCSE, GCSE short-course, BTEC, Functional Skills, Functional Skills Entry Level, Entry Level Certificate, NCFE Awards, Open Awards, IMI, VTCT and Unit Awards.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed by the end of May.

Informing the Exams Office of changes to a syllabus is the responsibility of the Subject Leader. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers and Assistant Head/Headteacher.

Exam series and timetables

Exam seasons

- Internal exams and assessments are scheduled by teaching staff
- External exams and assessments are scheduled prior to the November, January, March and June examination series
- The Head of Centre and Headteacher decides which exam series are used in the Centre.

Entries, entry details and late entries

- The QCDA recommends the use of the *Exam fees estimator tool* and the exemplar case study *Reducing late exams entries: Practical advice from your exams office colleagues*
- Candidates are selected for their exam entries by the Heads of Subject
- Candidates or parents/carers can request a subject entry, change of level or withdrawal
- The Centre accepts entries from external candidates from members of staff only
- The Centre does not act as an exam centre for other organisations
- Entry deadlines are circulated to Heads of Department via email and briefing meeting
- Late entries are authorised by the Headteacher, Heads of Subject and Exams Officer
- Retake decisions will be made in consultation with candidates, Subject teachers, Exams Officer, Assistant Head and Heads of Department.

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Exam fees

- 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
- GCSE entry exam fees are paid by the Centre
- Late entry or amendment fees are paid by the Centre
- Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the Centre.

Equality Act 2010

Westbourne School is dedicated to ensuring that all pupils are entitled to the same opportunities regardless of gender, race, religion, sexuality, vulnerability or any other difference. The school offers a broad and balanced curriculum and accreditation in a variety of subjects both academically and vocationally based. The school prides itself on offering bespoke curriculum packages designed to meet the needs of individual pupils.

All pupils will access accreditation in core lessons dependent on their ability with the school offering qualifications ranging from Unit Awards and Entry Level 1 to GCSE. Pupils will then be presented with the opportunity to choose any other subjects they wish to pursue in a non-discriminatory manner. All assessment methods are valid and all work is externally moderated by a non-biased assessor. Any levels awarded are done so regardless of any other factor other than academic merit.

The school believes it vital to maintain the integrity of staff, pupils, exams and assessments. Any evidence to suggest either pupils or staff are subject to discrimination, harassment or victimisation will be dealt with in line with school policy and formal procedures will take place where necessary. The school also has clear and defined grievance procedures should such events occur. The school fully supports staff and pupils right to complain or set a grievance based on a prevention of equality.

To continually ensure the equality of provision offered, the governing body and senior leadership will regularly review the curriculum and equality legislation, making reference to the *Equality Act 2010*.

Disability discrimination

All exam centre staff must ensure that meet the requirements of the Equality Act 2010 which introduced measures aimed at eliminating the discrimination often faced by disabled people.

The main provisions of the Act gave protection to disabled people in the areas of employment and education. This means that schools are allowed to treat disabled pupils more favourably than non-disabled pupils, and in some cases are required to do so, by making reasonable adjustments to put them on a level footing with pupils without disabilities. This is the responsibility of the Head of Centre.

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Access arrangements

- A candidate's need for access arrangements is requested by teachers to the SENCO and/or the Specialist Teacher
- Arrangements are determined by either:
 - a student's normal way of working
 - an assessment by the Specialist Teacher and evidence given to the SENCO
- Evidence of need is kept on file by the SENCO, ready for the JCQ inspection
- Applying for access arrangements is the responsibility of the Exam Officer using EAA online
- Rooming for access arrangement candidates will be arranged by the Exams Officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team.

Contingency plan in case of Exam Officer's (EO) absence

In case of the planned or unexpected absence of the Exam Officer it is imperative that the integrity of scheduled external exams is maintained.

A 'stand-in' has been identified and briefed as to their role and where to find all the information needed to run any scheduled exam.

Prior to each exam series the EO will update the 'stand-in' with security procedures, which includes:

- the location of the key to the exam room (Facilities Supervisor)
- the location of the key to the exam safe (in the key safe)
- the rules and regulations regarding conducting an external exam
- where the exam plans will be (in the Exam Folder and emailed to staff in advance)
- how to secure and package the exam papers after the exam
- the receipt and collection of exam papers.

Managing invigilators

- Support staff are used to invigilate examinations
- These invigilators will be used for external exams
- The recruitment of invigilators is the responsibility of the Exams office
- Securing the necessary Disclosure and Barring Service (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 Exams Office
- Invigilators rates of pay are set by the Centre administration.

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Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Exam days

- The Exam 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
- Exam Officer and staff are responsible for setting up the allocated rooms
- The lead invigilator will start all exams in accordance with JCQ guidelines
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections 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 Heads of Department at the end of the exam session
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator
- For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently
- For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer
- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam then 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.

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Internal assessments and appeals

Internal assessment replaces the largely discontinued term 'coursework'

It is the duty of Heads of Department 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 and time sent.

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Subject teachers and Heads of Department.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Office.

Results

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

- Candidates will receive individual result slips on results days, by post to their home address
- 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 Exams Officer.

EARs

EARs 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 EAR is requested. If a result is queried the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

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

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Certificates

- Certificates are posted to Westbourne School (by First Class) and their receipt is recorded
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so
- Certificates are copied and distributed by post to candidates. Postage is recorded
- The centre retains the certificates for one year.

Head of Centre:

Exams Officer:

Date:

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