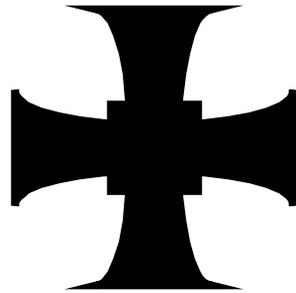


TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

EXAM POLICY

Curriculum & Achievement Committee

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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 interests 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 Centre and the Exams Officer.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- advises on appeals and review of marking
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public and internal exams and provides information for the analysis of exam results:

- advises the Senior Leadership Team, Heads of Department, subject teachers 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 and candidates of a timetable 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 *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations* booklet
- identifies and manages exam timetable clashes
- accounts for income and outgoings relating to all exam costs/charges
- organises, in conjunction with the Business Manager, 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 any appeals/re-mark requests

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

Head of Centre

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Overall responsibility for all exams, both internal and external.
- The analysis of all examination results.

Heads of Department

- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Head of Sixth Form / Sixth Form Student Managers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Support at the beginning and end of exams.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department.

SENCO

- Administration of access arrangements in conjunction with the Exams Officer.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Senior Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Distribution of exam papers in exam venues, following registers and seating plans provided by the exams office.
- Invigilating and the supervision of candidates as laid out in the JCQ *Instructions for conducting examinations* booklet.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates

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

Administrative Staff

- Support for the input of data.
- Support at the beginning and end of exams.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Deputy Head and the Curriculum Leaders.

The statutory tests and qualifications offered are GCSE, A and AS levels, BTEC, Functional Skills, RSL, V Certs and CACHE Childcare exams.

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 as soon as possible after the decision has been made.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during Year 12 and A2 modules will be completed during Year 13.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December, March and May/June.

External exams are scheduled in May and June.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Senior Leadership Team and Curriculum Leaders.

3.2 Timetables

The exams officer will 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 Heads of Department and subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former candidates only.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via memos in pigeonholes.

Late entries are authorised by Heads of Department and then Deputy Head.

4.3 Re-sits

Candidates are allowed to re-sit English and Maths GCSE.
Candidates are allowed re-sits on payment of the appropriate fee in AS.
Candidates are allowed re-sits on payment of the appropriate fee in A2.

Re-sit decisions will be made in consultation with the candidates, subject teachers, Heads of Department and Co-Headteacher.

(See also section 5: Exam fees)

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

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 requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers.

Re-sit fees for first and any subsequent A and AS level re-sits are paid by the candidates.

(See also section 4.3: Re-sits)

Candidates must pay the fee for an enquiry about a result.

(See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA 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.

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 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 Officer.

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

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

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

7. Estimated grades

The Heads of Department and the Heads of Subject will submit estimated grades to the Exams Officer when requested by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision.

They will be used for all exams.

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

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 centre administration and Head of Centre.

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

8.2 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.

Site management is responsible for setting up the allocated rooms.

The Senior Leadership Team and the Head of Sixth Form will start 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 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 by the Exams Officer.

9. Candidates, clash candidates and special consideration

9.1 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 an invigilator must accompany them.

The Pastoral Teams 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.

9.2 Clash candidates

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

9.3 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 Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework / Controlled Assessments

In accordance with the Code of Practice, Trinity School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

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

Heads of Department will ensure all coursework is ready for despatch at the correct time; the Exams Officer will despatch the coursework keeping a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Officer by the Heads of Subject and the Heads of Department.

10.2 Appeals against internal assessments

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- students or parents wishing to appeal should contact the Deputy Headteacher as soon as possible to discuss the appeal, then a written appeal must be received by the school at least two weeks before the date of the last external exam in the subject.
- on receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Deputy Headteacher. This enquiry will consider whether the procedures used in the internal assessment confirmed to the published requirements of the Awarding Body.
- the enquiry's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual results slips on results days in person at the centre. In the event of a candidate not being able to attend in person, a nominated person can collect the results on production of a signed authorisation. Alternatively, the results can be sent by post to their home addresses (candidates to provide sae).

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

The provision of staff on results days is the responsibility of the Administration Manager and the Exams Officer.

11.2 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.

If a department requests an EAR, then they will be charged the appropriate fee. If a candidate requests an EAR, then the charges will be their responsibility.
(See section 5: Exam fees)

11.3 Access To Scripts

After the release of results, candidates may request the return of photocopied papers or original papers on payment of the appropriate fee.

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

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.

12. Certificates

Certificates are collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for five years.