



CP RIVERSIDE SCHOOL

EXAMS POLICY 2019/20

Purpose of the policy

CP Riverside is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- All aspects of the school's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- 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 according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- Exam candidates understand the exams process and what is expected of them

This policy is 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.

All staff will be informed electronically to the location of the policy. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk. The policy is supported by the following guidance documents:

1. Access arrangements and reasonable adjustments (AA)
2. Instructions for conducting examinations (ICE)
3. General regulations for approved centres (GR)
4. Suspected malpractice in examinations and assessments
5. Instructions for conducting non-examination assessments (NEA)
6. A Guide to the Special Consideration Process (SC)

Roles and responsibilities

The Head of Centre:

- Has overall responsibility for the school as an exams centre and is familiar with the updated JCQ publications
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*
- Responds to the National Centre Number Register annual update by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the declaration form
- Ensures staff involved in the examination process receive the appropriate training and support and understand what is expected of them
- Ensures that all relevant policies required by JCQ and awarding bodies are in place
- Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre

- staff has a personal connection to the candidate
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled examinations

Exams officer

The Exams Officer is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre and is responsible for:

- Fully 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 services
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Manages the administration of internal exams and external exams
- Advises the leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- Oversees the production and distribution, to all centre staff 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 exams timetable that will affect them
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- Identifies and manages exam timetable clashes
- supports teaching staff to ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the LT, any post results service requests
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Ensures that any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries

Teaching Staff are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures
- Supplying information on entries, coursework and controlled assessments as required by the exams officer

The **special educational needs coordinator (SENCo)** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*
- Applies for approval through Access arrangements online (AAO) via the Centre Admin Portal, where required or through the awarding body where qualifications sit outside the scope of AAO
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms
- Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protections confirmation forms (candidate personal data consent form) from candidates where required
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation
- Works with the Exams Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.
- Ensuring that they do not take any unauthorised items into the exam room

Qualifications offered

The qualifications offered at this centre are decided by the Principal.

The types of qualifications offered are:

- GCSE English Language
- GCSE Maths
- GCSE History
- GCSE Physical Education
- Btec Level 1/2 First Award Health and Social Care
- Btec Level 1/2 Award Home Cooking Skills
- BTEC Finance
- NCFE Level 1 Award in Music Technology
- NCFE Maths
- Functional Skills ICT
- Creative iMedia

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams officer must be informed by **31 May**.

Informing the exams officer of changes to a specification is the responsibility of the Principal.

Decisions on whether a candidate should be entered for a particular subject will be taken by heads of curriculum in consultation with the Vice Principal

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in Spring 2020

External exams and assessments are scheduled in Summer 2020

Internal exams are held under external exam conditions.

The centre offers some assessments on an on-demand basis.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can only request a subject entry, change of level or withdrawal following discussion with the teaching staff and the Principal.

The centre does not accept entries from private candidates.

The centre does not act as an examination centre for other organisations.

Entry deadlines are circulated to teaching staff via email and at staff meetings.

Teaching Staff will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Principal.

Exam fees

Candidates 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.

The exams officer will publish the deadline for actions well in advance for each exams series.

All fees relating to entries will be paid by the centre

Fee reimbursements are not sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Equality Legislation

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ.

Access arrangements

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.

A candidate's access arrangements requirement is determined by the SENCo and/or the commissioning school. Testing is arranged by the commissioning school for their students. Details and qualifications of any assessors' is held by the commissioning school. Proof of qualifications are requested for any assessors that attend site at our request. These are held on file by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

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

Rooming for access arrangement candidates will be arranged by SENCo and the Vice Principal

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by SENCo and the Vice Principal

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre. Please see the school's Contingency Plan for Examinations

Contingency plans are available via email, staff meetings, the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Teaching staff are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

Invigilators are mainly internal staff, however, external staff may be appointed to invigilate examinations. Recruitment of invigilators is the responsibility of the Exams Officer and Principal. If external invigilators are used, a member of the Leadership Team will ensure the correct students are seated in the room prior to ownership of the room being handed over to the invigilator.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the exams/office manager. DBS fees for securing such clearance are paid by the centre.

Invigilators' rates of pay are set by the school Principal.

New invigilators are required to undertake an online training course. All existing invigilators are given an annual briefing updating them on any new regulations.

Malpractice

The head of centre/Principal is responsible for investigating suspected malpractice. The guidance provided by JCQ on suspected malpractice will be taken into account.

Exam days

The exams officer will set up the rooms and make the question papers, other exam stationery and materials available to the invigilator.

Subject staff may be present at the start of the exam to assist with settling students down. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 staff in accordance with JCQ's recommendations. After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the head of centre.

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Leadership Team.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Wrist watches must also be removed. Any precluded items must not be taken into an exam room.

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 invigilator.

Food is not allowed in the examination room unless this is specifically required for a medical condition. Drinks are not allowed in the examination room except for water which will be provided by the centre. Water will be supplied in clear bottles with labels removed

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

Any candidate that arrives late **may** be allowed to enter the examination room and sit the exam, **however, this is entirely at the discretion of the centre.** For any student arriving after 10.00 am, a

report will have to be submitted to the awarding body - however, the awarding body may not accept the script for marking.

The Vice Principal/Assistant Principal are responsible for handling late or absent candidates on exam day.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer/Head of Centre.

The candidate must support any special consideration claim with appropriate evidence within 2 calendar days of the exam.

The exams officer will make a special consideration application to the relevant awarding body following the awarding body and JCQ guidance.

Internal assessment

It is the duty of subject teachers to ensure that all internal assessments are ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams officer by the subject teachers. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address - candidates to provide a self-addressed envelope
- collected and signed for by an authorised representative

The results slip will not be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Principal.

The provision of the necessary staff on results days is the responsibility of the Principal.

Reviews of Results (RoRs)

RoRs 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, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of RoRs will be paid by the school unless the request is initiated by the candidate – they will be liable for the cost

All decisions on whether to make an application for a RoR will be made by the Head of Centre

If a candidate's request for an RoR is not supported, the candidate may appeal and the centre will

respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of RoRs will be the responsibility of the Exams Officer in conjunction with the VP for Curriculum and Achievement, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 calendar days of the receipt of results.

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

A Review of Results (RoR) cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the candidate.

Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates

- in person at the centre
- collected and signed for by an authorised representative

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 5 years to GDPR compliance.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

JCQ Inspection Visit

The Exams Officer (or a senior leader in the Exams Officer's absence) will accompany the Inspector throughout the visit and comply with their requests to policies, secure room storage and inspection of exams in progress

Associated Documents

In addition to the guidance documents identified in the introduction to the policy the centre also has the following procedures in place:

- Internal Appeal Procedure
- Examinations Contingency Plan
- Complaints and Appeals procedure
- Non Examination Assessment Policy
- Emergency Evacuation Procedure (exams)
- Word Processor Policy
- Disability Policy (exams)