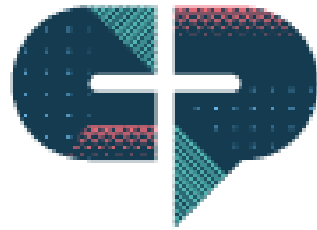


CP RIVERSIDE
SCHOOL



EXAMS POLICY

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 (HOC):

- Has overall responsibility for the school as an exams centre and is familiar with the updated JCQ publications and general regulations
- 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 in order to facilitate effective delivery of examinations and assessments in the centre in compliance with JCQ
- 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
- Provides fully qualified teachers to mark non-examination elements and/or fully qualified

- assessors for verification of centre assessment marks
- 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
- Ensures that the school has a conflict/declaration of interest process in place
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

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:

- Provides training for invigilators and maintains a record of the training content.
- 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
- Briefs office staff in the procedures for the receipt and dispatch of examination materials.

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
- To keep updated the awarding body subject and teacher specific information to confirm effective delivery of qualifications

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

- Identification and arranging for the 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 forms (candidate personal data consent form) from candidates where required and ensures Data Protection confirmation(s) are completed
- 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
- Obtains and retains any external assessor qualification status and retains on file for inspection

Candidates are responsible for:

- confirmation of inconsistencies on statement of entry forms.
- 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

Delivery of Qualifications

CP Riverside School delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

- Enables candidates to receive relevant training where required by the subject concerned

The qualifications offered at CP Riverside are decided by the Principal and include the following:

- GCSE English Language
- GCSE English Literature
- GCSE Business Studies
- GCSE Maths
- GCSE Sciences
- GCSE Sociology
- NCFE Level 2 Photography
- NCFE Level 2 Certificate in Home Cooking Skills
- NCFE Level 2 Sports Diploma

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 Assistant Principal.

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

Exam series

Internal exams (mock or trial exams) and assessments are scheduled twice a year (usually Autumn and Spring terms)

External exams and assessments are scheduled in the Summer term mainly, however, there may be some BTEC examinations that are scheduled for January

Internal exams are held under external exam conditions.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins. Internal exams will take place during normal lesson times.

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 Assistant 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.

Exam fees

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 providing medical

- evidence or evidence of other mitigating circumstances is provided
- Fee reimbursements may be sought from candidates if they fail to turn up for exams without valid reasons.

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 Exams Officer

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

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.

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 Assistant 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 external 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 undertake an update training course. All invigilators are given an additional briefing session to ensure everyone is aware of their role, answer any questions and ensure they are updated with any new regulations.

Malpractice

The HOC/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.

The exams officer will download any digital secure material as per the awarding body guidelines. The downloads are deleted once securely printed. The exams assistant will in the case of an emergency have access to the download site but must use the exams officer's pc so that files are only located on one device.

Members of the Senior Leadership team (providing they do not teach the subject being examined) 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 by the Exams Officer 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 which is authorised by the Exams Officer and HOC. 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 for a toilet break 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 be submitted to the awarding body - however, the awarding body may not accept the script for marking.

The Exams Officer and HOC are responsible for handling late or absent candidates on exam day.

Identification of Students

All invigilation is carried out by internal staff so no identification is required. We do not at present, take external candidates. If at any time we do then the EO or a member of the SLT would confirm the identity of the candidate.

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/collected.

Marks for all internally assessed work are provided to the exams officer by the subject teachers for entry onto awarding body systems. 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 email to their personal email account
- 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

All students will be notified in writing of the procedures and the school website will be updated.

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

Students will be given a consent form to sign on results day if either the school, or the individual student wants to request an RoR or access to scripts.

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 HOC, 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 above procedures could be subject to change depending on any local issues. All candidates will be notified in writing of the current procedures and information will be posted on the School's website.

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
- Equality Policy (exams)
- Whistleblowing Policy
- Internal Appeals Process
- Data Protection Policy
- Escalation Procedures