AYLSHAM LEARNING FEDERATION

EXAMINATIONS POLICY
AYLSHAM HIGH SCHOOL

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Signed: .....

Chair

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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 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the executive headteacher, senior leadership team, exams officer and the governors.

1. Exam responsibilities

Executive Headteacher

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks.

- The executive headteacher 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 analysis of exam results:

- Advises the senior leadership team (SLT), subject and class tutors 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, 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/carers 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.*

- Identifies and manages exam timetable clashes.

- Accounts for income and expenditures relating to all exam costs/charges.

- Line manages the senior exam invigilator in organizing 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.

Deputy Headteachers

- Organises teaching and learning.

- Deals with external validation of courses followed at key stage 4.

Heads of Department

- Ensure that the correct specification is being followed.

- Ensure that the correct coursework is being set.

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

- Involvement in post-results procedures.

- Accurate completion of estimated grades, 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.

Teacher with responsibility for careers

- Guidance and careers information.

Teachers

- Submission of :-
  candidates' names
  estimated grades
  coursework marks
  signed declaration sheets
  to Heads of department.

SENCo

- Notification of access arrangements (as soon as possible after the start of the course).
- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- 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.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the executive headteacher and senior leadership team (SLT).

The statutory tests and qualifications offered are GCSE and Entry Level, BTEC, FSMQ, CAMNAT and PROJECT.

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 beginning of the academic year in which the course starts.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, the SLT and other appropriate members of staff (SENCo, head of department, head of house).

At key stage 3:
End of year exams will be used in a number of subjects.

At key stage 4:
All candidates will be entitled, and enabled, to achieve an entry for subjects studied in school leading to qualifications from an external awarding body.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled as follows: -
Year 11 “mocks” – December and January
Year 10 – January and April
Years 9 - January and March
Years 7 and 8 – March and April

External exams are scheduled in January, May and June.

All internal exams are invigilated by teachers or external invigilators and are held under external exam conditions.

Which exam series are used in the centre is decided by the Executive Headteacher and the senior leadership team.

3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their exam entries by the heads of department and the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal, but the final decision rests with the school.

The centre accepts entries from external candidates at their discretion.

4.2 Late Entries

Entry deadlines are circulated to heads of department via internal post.

Late entries are authorised by the exams officer and senior leadership team.

5. Exam fees

The centre will pay all normal exam fees on behalf of candidates. The school may seek a refund from students and their parents/carers when a student fails to turn up for an exam without a satisfactory reason.

Late entry or amendment fees are usually paid by 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 by the deadlines issued by the awarding bodies.

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, head of SpELD, doctor, pastoral teacher and educational psychologist/specialist teacher.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can 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.

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

7. Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for external exams and may be used for internal exams.

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

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

CRB fees for securing such clearance are paid by Norfolk County Council.

Annual training delivered to invigilators by exams officer.

Invigilators are timetabled and briefed by the exams officer.

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

7.2 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 lead invigilator, exams officer or member of SLT 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 are to be attempted or enter exam hall.

In practical exams subject teachers or technicians 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 as soon as all students have completed the exam.

A relevant subject teacher may be available to read out any subject-specific instructions.

7.3 Identifying candidates

In order to identify candidates sitting exams at Aylsham High School we do the following:

- Senior Management are always present at the start of every exam and personally call in the students one by one according to the attendance registers.
- The School provides all students with a photographic candidate card which is displayed on their desks at every exam.
- Invigilators are trained to ensure that they identify each student against their candidate card whilst completing the attendance register.
- The School requires to see personal identification documents of external candidates prior to making their entries and, again, when they arrive at school to sit their exams.
- Sensitive arrangements are in place for identification of external students wearing religious clothing according to JCQ rules. Students are informed of this procedure in advance.
- All invigilators are aware of all access arrangements pertaining to each exam via a print-out of requirements for each student.

7.4 Late candidates

If a student is late for an exam the following procedure is put in place.

- We allow all late students to enter the examination room to sit their exam and they are given the full time allowed for the exam.
- We inform JCQ, using JCQ/VLA, if a student arrives 1 hour later than the official starting time of the exam.
- We inform a very late student that the exam board may not accept their script.

8. Candidates, clash candidates and special consideration

8.1 Candidates

All candidates must be seated in the exam room. If a candidate cannot sit in the main exam room due to medical reasons, they must provide medical evidence to the exams officer. Aylsham High School will not be responsible for any costs involved in obtaining this evidence.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, watches, and all electronic devices, including i-watches and earphones, 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 a member of staff must accompany them.

The attendance officer 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.

8.2 Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

8.3 Special consideration

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 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.

9. Non-examined assessment (NEA) and appeals against internal assessments

9.1 NEA

Candidates who have to prepare coursework should do so by the school's deadline, which is usually the end of the spring term.

Heads of department will ensure all coursework is ready for despatch at the correct time. All coursework must be dispatched via the exams officer and they will keep a record of what has been sent when and to whom.

Marks for all NEA/internally assessed work need to be submitted to the exam board by published deadline and a record of this must be kept by exams officer.

9.2 Appeals against internal assessments

The centre publishes a separate procedure on this subject, which is available from the exams office and is issued to candidates annually with their entries.

The main points are:

- Appeals relating to NEA's need to follow the guidelines in the NEA policy and 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.

- The executive headteacher's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

10. Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Aylsham High School's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration

Aylsham High School will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, Aylsham High School:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA (Importance of these regulations)

Special consideration

Where Aylsham High School can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include Aylsham High School's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Aylsham High School makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** (Appendix 1) should be completed and submitted within 5 working days of the decision being made known to the appellant)].

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre].

If the appeal is upheld, Aylsham High School will proceed to implement the necessary arrangements/submit the necessary application.

This procedure is informed by the JCQ publications A guide to the awarding bodies' appeals processes (section 3), Suspected Malpractice: Policies and Procedures (section 3.3), General Regulations for Approved Centres (section 5.4), Access Arrangements and Reasonable Adjustments (Importance of these regulations) and A guide to the special consideration process (sections 1, 2, 6)

11. Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Aylsham High School to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where Aylsham High School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted, within 5 working days of the decision being made known to the appellant).

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

This procedure is informed by the JCQ publication A guide to the awarding bodies' appeals processes (section 7)

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

12.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide SAE).

Arrangements for the school to be open on results days are made by the exams officer in consultation with the executive headteacher and the caretaker.

The provision of staff on results days is the responsibility of the executive headteacher.

12.2 EARs

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 result is queried, the exams officer, teaching staff and executive headteacher will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not uphold 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.

12.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers at their own cost.

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.

(See also section 5: Exam fees)

13. Certificates

Certificates are presented in person or 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 in writing.

Replacement certificates are the responsibility of the candidate.

All students are advised that they should collect certificates at the KS4 presentation evening, usually held during the autumn term or by Christmas following the exam season.

The centre retains certificates for one year.

Appendix 1 – Internal Appeals Form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature: Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure