



Exams Policy

Centre Number 36524

Reviewer:- Exams Officer June 2020

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1. Introduction and Aims

Bents Green School has multiple sites. This policy is not applicable to those students who attend a subsidiary site, situated within another exam centre, where they have been entered for exams by that exam centre. Those students will adhere at all times to the policies, procedures and all exam regulations relating to that centre.

Bents Green School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates and gives them the fairest possible opportunities to show attainment and achieve their full potential by the most appropriate and direct route
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ), AQA, ASDAN and other applicable awarding bodies.
- All staff including Senior Leadership Team, subject and class teachers, assessors, invigilators and other relevant support staff working within any exam related roles have access to Centre Handbooks and Guidance from the appropriate awarding bodies. A copy of these will be kept in the designated Exam Office

2. Roles and Responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The Head of Centre:

- Has overall responsibility for Bents Green School as an exams centre
- Is responsible for ensuring the centre's compliance with awarding bodies procedures and principles at all times
- Is responsible for ensuring that all suspected or actual incidents of malpractice, maladministration or plagiarism are reported immediately to the appropriate awarding body to allow them to decide how the matter will be investigated and also in line with the awarding body and JCQ guidance on [suspected malpractice in examinations and assessments](#) where appropriate

- Ensure the centre cooperates fully with any investigation in relation to suspected or actual incidents of malpractice, maladministration or plagiarism

Our Head of Centre is Sacha Schofield

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them including details on how they lodge an appeal
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ, AQA, ASDAN and other awarding body guidelines, policies and procedures
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for external exams
- Maintain systems and procedures to enable the reliability, validity and transparency of the process of internal assessment for AQA and ASDAN qualifications
- Maintain AQA and ASDAN Qualification specification requirements
- For internally assessed qualifications, ensure assessors are aware of Ofqual principles
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration to applicable awarding bodies and follow the regulations of the awarding body and [JCQ guidance on the special consideration process](#)
- Ensure access arrangements, do not invalidate the assessment requirements of the qualification or give the learner an unfair advantage. Also that they reflect the learner's normal way of working and are based on the individual needs of the learner

- Awarding bodies procedures for requesting adjustments to assessments is adhered to at all times
- Identify and manage exam timetable clashes
- Account for income and expenditure relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, maladministration or plagiarism immediately to the appropriate awarding body to allow them to decide how the matter will be investigated. All investigation will take place in line with awarding bodies and the JCQ guidance on suspected malpractice in examinations and assessments
- The Exams Officer will cooperate fully with any investigation carried out by awarding bodies. Should the awarding body request the investigation be carried out by the centre, they will ensure the awarding body is kept informed at all times
- Is responsible for ensuring any appeals from learners, complaints and re-marks are administered in accordance with awarding body guidelines

Our exams officer is Andrew Hinchliffe, Assistant Headteacher

2.4 Subject Teachers

Subject Teachers are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets

- Decisions on post-results procedures
- Supplying information about entries, coursework and controlled assessments as required by the Exams Officer.
- Notification of access arrangement requirements **(as soon as possible after the start of the course)**

2.5 Special educational needs co-ordinator (SENCO)

The SENCO, liaising with the Exams Officer is responsible for:

- Identifying and testing candidates' requirements for access arrangements
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms
- 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

Our SENCO is Sacha Schofield

2.6 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other materials from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our lead invigilator is Juliette Pitchfork.

2.7 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations including but not limited to appropriate dress code, entering the exam late and staying in the exam room for the full length of the exam. In exceptional circumstances

permission may be given, by the Exams Officer or lead invigilator for a candidate to leave the exam early.

3. Qualifications Offered

The qualifications offered at this centre are agreed by the Senior Leadership Team, informed by Subject Teachers input.

We offer the following types of qualifications:

- GCSE, Entry Level Certificates
- NCFE Nationally Accredited Qualifications (Functional Skills)
- ASDAN Personal Progress and PSD Qualifications and Lifeskills Challenge Awards
- AQA Unit Awards.

The subjects offered for these qualifications in any school year may be found on our website

If there will be a change to a specification for the next year, the exams office must be informed by 1st July.

Informing the exams office of changes to a specification is the responsibility of Subject Leaders

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Centre in consultation with subject teachers.

4. Exam Series

External exams are scheduled in June.

External assessments are scheduled at any point during the year to suit the school calendar.

Internal exams/assessments are held under external exam conditions.

Head of Centre and SLT will decide which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. These can be scheduled only in windows agreed between the Exams Officer, Head of Centre and SLT.

5. Exam Timetables

Once confirmed, the exams officer will circulate the exam timetable for both internal and external exams at a specified date before each series begins. Subject Leaders and SLT will be consulted regarding internal exam timetable.

6. Entries (Including Entry Details and Late Entries)

Candidates are selected for their exam entries by the Subject Leaders.

Candidates or parents/carers can request subject entry, change of level or withdrawal after consultation with Subject Leader.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Subject Leaders via electronic and paper in-house systems.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- Functional Skills
- PSD

Re-sit decisions will be made in consultation with Candidates and Subject Leaders.

7. 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.

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

GCSE entry exam fees are paid by the Centre.

The school will pay for one entry for an exam.

The school may charge for entries in the following circumstances - if an examination is missed without a reasonable excuse.

8. Equalities

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

The Equality Act 2010 legally protects people from discrimination in the workplace and in the wider society, such as school. It replaced previous anti-discrimination laws with a single Act. It sets out the different ways in which it's unlawful to treat someone.

A person has a disability under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long term' negative effect on your ability to do normal activities.

To find out more about exactly how our centre can satisfy the requirements of the Equality Act 2010 visit the website Gov.co.uk.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre and SENCO.

9. 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 list of reasonable adjustments both for exams and assessments is available from the Exams Officer.

A candidate's access arrangements requirement is determined by the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of both the SENCO and Exams Officer.

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

Room arrangements for candidates using access arrangements will be organised by both the SENCO and Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the SENCO and Exams Officer.

10. Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer and SLT.

Contingency plans are available on the MLE (Exams Contingency Policy) and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

11. Estimated Grades

Subject Teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing Invigilators

Internal staff only will be used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

13. Malpractice, Maladministration and Plagiarism

All cases of suspected or actual incidents of malpractice, maladministration or plagiarism should be reported immediately to the Exams Officer who will contact the appropriate awarding body to allow them to decide how the matter will be investigated.

The Exams Officer will cooperate fully with any investigation carried out by awarding bodies. Should the awarding body request the investigation be carried out by the centre, they will ensure the awarding body is kept informed at all times.

The Head of Centre is responsible for overseeing any investigation into suspected or actual malpractice, maladministration and plagiarism. They will ensure it is thoroughly investigated in a fair, reasonable and legal manner, ensuring evidence is considered without bias.

14. Exam Days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Retrieve securely stored exam papers and make question papers, exam stationary and materials available for the invigilator

Site management staff are responsible for setting up the allocated rooms.

The invigilators and the exams officer will start and finish 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.

A subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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 Teachers in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with likely invigilators and school support staff where necessary.

15. 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 exams officer.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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 Exams Officer or Invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

15.1 Overseas candidates

The Exams Officer is responsible for managing overseas candidates.

15.2 Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

Supervising escorts

Identifying a secure venue

Arranging overnight stays where necessary

16. Special Consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged or disturbed during an exam, they are responsible for alerting the invigilators, the Exams Officer or the Head of Centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

17. Internal Assessment, including reviews (appeals)

Internal Assessment replaces the largely discontinued term coursework

It is the duty of Subject Teachers to ensure that all internal assessment is 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 internally assessed work are provided to the exams office by Subject Teachers. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure.

Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments, ASDAN qualifications and NCFE internal assessment)

Bents Green School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bents Green School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency and fairness of marking.

- i. Bents Green School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- ii. Bents Green School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- iii. Bents Green School will, having received a request for copies of materials, promptly make them available to the candidate.
- iv. Bents Green School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- v. Requests for reviews of marking **must** be made in writing.
- vi. Bents Green School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- vii. Bents Green School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

- viii. Bents Green School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- ix. The candidate will be informed in writing of the outcome of the review of the centre's marking.
- x. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
- xi. In the case of any unresolved review, candidates should refer to the awarding body's Appeals policy and procedures.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Bents Green School and is not covered by this procedure.

18. Complaints

All complaints should be made in writing to the Head of Centre as soon as possible and within 3 months of the incident requiring investigation.

Any complaint will be dealt with in accordance with the awarding body's guidance and procedure. A copy of this can be requested from the exams office.

19. Results and Certificates

Candidates will receive individual results slips on results days. The results slip will be in the form of a centre-produced document. Candidates may telephone the centre or receive individual result slips on results days, either in person at the centre or by post to their home address (candidates to provide self addressed envelope), or an email sent to the pupil's personal email address.

Arrangements for the centre to be open on results days are made by the Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Exams Officer and the Head of Centre.

Dates of results days each year will be publicised for all candidates through the school website and letters home.

Certificates may be presented in person or posted (recorded delivery).

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for six years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

18.1 Enquiries about results (EARs)

EARs 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.

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.

If a candidate's request for an EAR is not supported, the candidate may still apply to have an enquiry carried out however they will be charged.

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

All processing of EARs will be the responsibility of the Head of Centre and Exams Officer following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 3 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.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre.

20. Monitoring and Review

20.1 Review of this policy

The Head of Centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes to:

- The exams system
- JCQ, NCFE, ASDAN or any other awarding body guidance whose qualifications the centre offers

- Our curriculum offer

20.2 Annual Quality Review

In September of each year, following official results day, achievements of all students will be reviewed through the Line Management Review System at Bents Green School. The purpose of the review will be to analyse grades, receive feedback from staff involved in all areas of examination/moderation process and monitor learner progress within expected parameters.

21. Other Policies and procedures to be read in conjunction with this policy

Appeals and Complaints Procedure

Conflict of Interest Procedure

Moderation Procedure

Withdrawal of Qualification Procedure

APPENDIX ONE

Internal Governance (New for 2020-2021 exam series)

JCQ General Regulations 5.3 state that the Head of Centre at Bents Green School are required to;

- have in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent;
- have in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

This procedure, together with the aforementioned procedures will be located in the Exams Office.