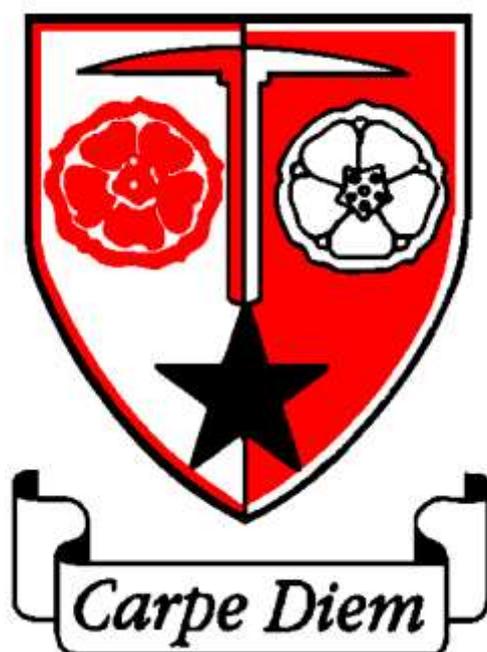


# AUDENSHAW SCHOOL



## EXAMINATIONS POLICY

This policy is reviewed annually by the Standards Committee.

### History of Document

Issue No	Author/Owner	Date Written	Approved by Personnel	Received by Governors	Comments
1	Sara Wilkinson	18/11/2015	25/11/2015	26/11/2015	Minor amendment.
1.1	Jordan McCabe	23/11/2016	14/12/2016	24/01/2017	Minor amendments.
1.2	Jordan McCabe	17/11/2017	03/01/2018	08/01/2018	Changes To Responsibilities.
1.3	Jordan McCabe	19/11/2018	14/12/2018	14/12/2018	Update To Definition.
1.4	Jordan McCabe	05/11/2019	20/11/2019	20/11/2019	Update To Definition.
1.5	Jordan McCabe	25/11/2020	14/12/2020	14/12/2020	Update To Roles And Job Titles.
1.6	Jordan McCabe	07/12/2021	08/04/2022	08/04/2022	Update To Definition & Conflict Of Interest Update.

## **OUR MISSION**

Our School aims to provide a quality education in a caring community based on values of **respect, responsibility** and **resilience** and a relentless pursuit of excellence in all that we do.

## **OUR VISION**

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our School community will be valued and every success will be celebrated. Our School will maintain a safe, secure and caring environment in which to work and learn.

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## **Purpose Of The Policy**

The purpose of this Exams policy is to ensure the planning and management of Exams is conducted efficiently and in the best interests of candidates to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the School's exam processes to read, understand, and implement this policy.

The centre 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 centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted.
- 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 exam process and what is expected of them.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Key Staff Involved In The Exams Policy**

<b><u>ROLE</u></b>
<b>Head Of Centre</b>
<b>Examinations Officer</b>
<b>Head Of Executive Services</b>
<b>SENDCo</b>
<b>Senior Leadership Team Members</b>

## **Exam Responsibilities**

The Principal (Head Of Centre) has overall responsibility for the school as an Exams Centre and advises on appeals and re-marks.

The Principal (Head Of Centre) is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

## **Head Of Centre Responsibilities**

Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

- General regulations for approved centres (GR)
- Instructions for conducting examinations (ICE)
- Access Arrangements and Reasonable Adjustments (AA)
- Suspected Malpractice - Policies and Procedures (SM)
- Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
- A guide to special consideration process (SC)

Ensures the centre has appropriate accommodation to support the size of the cohorts being taught.

Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update.

Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:

- the centre status being suspended
- the centre not being able to submit examination entries
- the centre not receiving or being able to access question papers

Has in place a written escalation policy should the Head Of Centre, or a member of the Senior Leadership Team with oversight of examinations administration, be absent.

Ensures the Exams Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

Ensures a named member of staff acts as the SENDCo.

Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process.

Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer.

Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test.

Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including:

- The location of the centre's secure storage unit is in an area solely assigned to examinations.
- The secure room only contains exam-related material.
- There are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
- Access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times.
- The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
- That when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened.

Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the Head Of Centre to act immediately in the event of an emergency or staff absence).

Ensures required internal appeals procedures are in place.

Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place.

Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place.

Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

Ensures the centre has a data protection policy in place.

Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.

Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available.

Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff.

Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook.

Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly.

Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected malpractice – Policies and procedures

## **Exams Officer Responsibilities**

The Exams Officer manages the administration of external and internal exams.

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 (PRS)

Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.

Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period.

Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments.

Advice will be given to the Senior Leadership Team (SLT), subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by the various Awarding Bodies.

The Exams Officer will oversee the production and distribution to all School 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/carers are informed of and understand those aspects of the exams timetable that will affect them.

Checks with teaching staff that the necessary controlled assessments and/or non-examination 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.

Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.

Identifies and manages exam timetable clashes.

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

Line manages the Lead Exams Invigilator and organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams.

Ensures candidates' controlled assessments and/or non-examination assessments marks are submitted, and any other material required by the appropriate awarding bodies is correct and on schedule.

Tracks, dispatches, and stores returned controlled assessments and/or non-examination assessments.

Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

## **Senior Leadership Team Responsibilities**

Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

- General regulations for approved centres.
- Instructions for conducting examinations.
- Access Arrangements and Reasonable Adjustments.
- Suspected Malpractice in Examinations and Assessments.
- Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework).

## **Curriculum Leaders Responsibilities**

Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENDCo.

Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications.

Ensures teaching staff attend relevant awarding body training and update events.

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 controlled assessments and/or non-examination assessments mark sheets and declaration sheets.

Decisions on post-results procedures.

## **Teachers Responsibilities**

Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENDCo.

Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.

Attend relevant awarding body training and update events.

Supplying information on entries, controlled assessments and/or non-examination assessments as required by the Curriculum Leaders and/or Exams Officer.

## **Head of Learning Support (SENDCO) Responsibilities**

Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

- Access Arrangements and Reasonable Adjustments

Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')

If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process

Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).

Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

## **Lead Invigilator/Invigilators Responsibilities**

Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.

Attend training, update, briefing and review sessions as required.

Provide information as requested on their availability to invigilate.

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 ensuring they're returned to the Exams Officer.

## **Other Relevant Staff Responsibilities**

Support the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

Support the Exams Officer in relevant matters relating to exam rooms and resources.

## **Candidates Responsibilities**

Candidates will be responsible for confirmation and signing of entries.

Understanding controlled assessments and/or non-examination assessments regulations and signing a declaration that authenticates the assessment as their own.

Ensuring they conduct themselves in all exams according to the JCQ regulations.

## **Qualifications Offered**

The qualifications offered at this School are decided by the Curriculum Leaders.

The types of qualifications offered are, GCSEs, BTEC Tech Awards and Cambridge Nationals. The subjects offered for these qualifications in any academic year may be found in the School's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1 July.

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

Decisions on whether a candidate should be entered for a particular subject will be taken by Curriculum Leaders in consultation with the subject teacher.

## **Exam Series**

Internal Exams (PPE Exams) are scheduled throughout the academic year and can be found on the academic calendar for that year.

External exams and assessments are scheduled in May and June. Some subjects may run a January/February series.

Internal exams are held under external exam conditions.

The Senior Leadership Team decides which internal exam series are used in the School.

## **Exam Timetables**

Once confirmed, the exams office 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 request a subject entry, change of level or withdrawal, in consultation with Curriculum Leaders and subject teachers.

The School does not accept entries from private candidates.

The School does not act as an Exams Centre for other organisations.

Entry deadlines are circulated to Curriculum Leaders via handbook and reminders by email and briefing meetings.

Curriculum Leaders will provide estimated entry information to the Exams Office to meet JCQ and awarding body deadlines.

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

Re-sit decisions will be made by the Principal in consultation with Curriculum Leaders.

## **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 action well in advance for each exams series.

The following entry Exam fees are paid by the School:

- GCSE
- BTEC Tech Awards
- Cambridge National

Late entry or amendment fees are paid by the department.

Fee reimbursements are 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.

Re-sit fees are paid by the candidates.

## **Equality Legislation**

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

The School will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Principal.

## **Access Arrangements**

(SENDCo) 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 SENDCo.

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the SENDCo.

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

Rooming for access arrangement candidates will be arranged by the exams office.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams office.

A full Access Arrangement Policy including information on separate invigilation has been created and is reviewed annually to keep in accordance with JCQ regulations.

## **Conflicts Of Interest**

Audenshaw School has a set process for collection staff information to avoid possible conflicts of interest between its staff and examination candidates for the academic year.

Audenshaw School ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- A member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
- A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate.

Audenshaw School maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:

- A member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre.
- A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
- A member of centre staff is taking a qualification at another centre.

Using digital forms created by the Exams Officer all Conflicts Of Interest are captured in the first week of the new academic year or in the first week of an employee starting. This information is then processed via the Exams Officer to identify any possible Conflicts Of Interest. They then work with Head Of Centre to confirm the measures needs to reduce the risk.

## **Word Processors**

A full Word Processor Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

At Audenshaw School the 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

### **The Use Of Word Processors**

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need and reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to the candidate.

This may include where a candidate has, for example:

- A learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.
- A medical condition.
- A physical disability.

- A sensory impairment.
- Planning and organisational problems when writing by hand.
- Poor handwriting.

The only exception to the above where the use of a word processor may be considered for a candidate would be:

- on a temporary basis as a consequence of a temporary injury at the time of the assessment.
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates.

### **Arrangements For The Use Of Word Processors At The Time OF The Assessment**

Appropriate exam-compliant word processors will be provided by the Examinations Officer in liaison with the SENDCo and Assessor at the beginning of each examination. A review of the cohort will take place at the beginning of each year to ensure sufficient appropriate word processors are available to those candidates with this access arrangement.

***Statement Produced By: P. Taylor - Head Of Centre***

***Statement Date: 04/01/2022***

## **Contingency Planning**

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

A full Contingency Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

## **External Candidates**

Audenshaw School does not accept external candidates from any examination series.

## **Estimated Grades**

Curriculum Leaders are responsible for submitting estimated grades to the exams office when requested.

## **Managing Invigilators**

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams. Recruitment of invigilators is the responsibility of the Principal.

Securing the necessary Disclosure and Barring Service (DBS) check for new invigilators is the responsibility of the HR Department.

DBS fees for such checks are paid by the School.

Invigilators rates of pay are set by the Board of Governors.

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

## **Malpractice**

Any suspected malpractice will be investigated by the Principal in consultation with the Exams Officer.

## **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.

Facilities management staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Invigilators will start and finish all Exams in accordance with JCQ guidelines.

Subject teachers may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed 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 Curriculum Leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it.

After an exam, the exams office will arrange for the safe dispatch of completed Examination scripts to awarding bodies, working in conjunction with the Lead Invigilator.

## **Candidates**

The exams office will provide written information to candidates in advance of each Exam series.

The School's published rules on acceptable dress and behaviour that applies at all times. Candidates' personal belongings remain their own responsibility and the School 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. Any precluded items must not be taken into an exam room. All wrist watches must be removed and placed on the exam desk.

Any candidates who are disruptive during an exam are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time at the discretion of the Principal.

Candidates who leave an exam room 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.

## **Clash Candidates**

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

## **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 School's exams office in the first instance or student absence line to that effect.

The candidate must support any special consideration claim with appropriate evidence within two school days of the exam which should be given to the exams office directly.

The Exams Officer will make a special consideration application to the relevant awarding body within five working days of the exam.

A full Special Consideration Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

## **Internal Assessment**

It is the duty of Curriculum Leaders to ensure that all internal assessments are ready for dispatch at the correct time. The exams office 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 office by the Curriculum Leaders. The exams office 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 School's internal appeals procedure.

## **Results**

Candidates will receive individual result slips on results days either in person at the School or by post to their home address - candidates will need to provide self-addressed envelope.

The results slip will be in the form of a School produced document.

Arrangements for the School 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 Head Of Executive Services.

## **Enquiries about Results and Post Results Services**

EARs may be requested by school staff or the candidate following the release of results. A request for a review of marking 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 EARs will be paid by the School if supported by the Principal.

All decisions on whether to make an application for an EAR will be made by the Principal.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the School will respond by following the process in its Internal Appeals Procedure.

All processing of EARs will be the responsibility of the exams office, following the JCQ guidance.

A full Results Day and Post Results Service Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

## **Access to Scripts (ATS)**

After the release of results, candidates may ask subject teachers to request the return of written exam papers within five working days of the receipt of results.

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

Reviews of marking cannot be applied for once an original script has been returned.

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

A full Results Day and Post Results Service Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

## **Certificates**

Candidates will receive their certificates in person at the School. 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 School retains certificates for 12 months, after which time they will be securely destroyed.

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.

## **Complaints & Appeals Procedure**

A full Internal Appeals Policy and Complaints and Appeals Policy have been created and is reviewed annually to keep in accordance with JCQ regulations.

## **Non-Examination Assessments**

Full policies for Non-Examination Assessments have been created and reviewed annually to keep in accordance with JCQ regulations.

## **Emergency Evacuation Procedure For Examinations**

A full Centre Emergency Evacuation policy has been created and is reviewed annually to keep in accordance with JCQ regulations.