

EXAMS POLICY

September 2010



Icknield Community College

Love Lane

Watlington

OX49 5RB

Approval & Review

Approved by:	Governing Body for the academic year 2010/2011
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Icknield Community College Exam Policy

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The Exam Policy

The policy purpose

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
- To ensure parents have clear procedures to follow in understanding the exam process

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

The exam policy will be reviewed annually

The exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams Officer and Governors

Exam responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments
- Follows all JCQ exam regulations

Exams Officer/Exams Office

Manages the administration of public and internal exams

- Advises the Head of Centre, Senior Leadership Team, Heads of Faculty, Heads of Department, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to Head of Centre, Senior Leadership Team, Heads of Faculty, Heads of Department, subject teachers, other relevant support 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/guardians are informed of those aspects of the exam timetable that will affect them

- Consults with teaching staff to ensure that necessary coursework/assessment is completed on time and in accordance with JCQ regulations
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration 10/11 as instructed by SEN Department
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework/assessment marks, tracks despatch and oversees the storage of controlled assessment 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 Head of Centre, Senior Leadership Team, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams

Assistant Head – Curriculum is responsible for:

- Organising teaching and learning
- Managing external validation of courses followed at key stage 4
- Being familiar with JCQ regulations

Heads of Faculty and Heads of Departments are responsible for:

- Informing all members of their department of exam arrangements
- Notification of access arrangement requirements (as soon as possible after the start of the course) to the exams office
- Submission of candidates' names to Assistant Head – Curriculum and Exams Officer to meet all entry deadlines
- Being familiar with Instructions for conducting controlled assessments booklet 10/11

The SEN Coordinator (SENCo) is responsible for: (also see Access Arrangements)

- Being familiar with the contents of Access Arrangements, Reasonable Adjustments and Special Consideration booklet 10/11
- Liaising with teaching staff to ensure there is up to date identification and testing of all candidates on the SEN register so that requirements for access arrangements are completed to meet Exam Officer deadlines
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment (in liaison with the Network Manager) - to help candidates achieve their course aims

Exams Office Assistant/Invigilators are responsible for:

- The effective and efficient conduct of the exams
- 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
- Being familiar with the contents of Instructions for conducting examinations 10/11 and following JCQ regulations
- Displaying all JCQ notices/warnings to candidates

Candidates are responsible for:

- Confirmation and signing of entries
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own
- Reading notices/warnings to candidates and following JCQ instructions

Parents are responsible for:

- Checking with their child to see that the correct exam entries are made
- Checking that the correct tier of entry is made
- Ensuring their child attends exams as detailed on their exam timetable

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team in conjunction with Heads of Faculty and Heads of Department

No changes of syllabus are to be made once the academic year has started without consultation with the Head of Centre and Exams Officer

Informing the Exams Officer of changes to a syllabus is the responsibility of the Heads of Faculty and Heads of Department

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/guardians, SENCo, subject teachers, Head of Department, Head of Faculty, Senior Leadership Team and Head of Centre

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled throughout the year

External exams and assessments are scheduled throughout the year, according to Examination Boards timetable

Mock examinations and internal exams are held under external exam conditions

The Head of Centre, Senior Leadership Team and Heads of Faculty decide which exam series are used in the centre

Timetable

Once confirmed, the Exams Office will circulate the exam timetable for internal exams and external exams to all relevant parties.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Head of Centre, Senior Leadership Team, Heads of Faculty and Heads of Department.

Candidates or parents/guardians can request a subject entry, change of level or withdrawal. The final decision will be taken by the Head of Centre

The centre accepts entries from former candidates only

The centre does not act as an exam centre for other external organisations

Entry deadlines are circulated to Heads of Faculty/Department via Email, briefing meeting and internal post/pigeon hole

Late entries are authorised by Head of Centre, Senior Leadership Team and Exams Officer

GCSE module re-takes are allowed

Re-take decisions will be made in consultation with candidates, parent/guardian, subject teachers, Head of Department, Head of Faculty, Exams Officer, Senior Leadership Team and Head of Centre

Exam Fees

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

Exam fees are paid by the Centre

Late entry or amendment fees are paid by the Departments

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances. The final decision will be taken by the Head of Centre

Re-sit fees are paid by the candidates

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership Team, SENCo, Exams Officer and the Site Manager

Access arrangements

The SENCo will inform the Exams Officer of candidates with special educational needs. The SENCo will also inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in their exam

A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/specialist teacher

Making access 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 in conjunction with the SENCo

Rooming for access arrangement candidates will be arranged by the SENCo with the help of the exams office

Invigilation and support for access arrangement candidates will be organised by the SENCo with the help of the Exams Officer

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer and Assistant Head - Curriculum

Estimated Grades

Estimated grades

Heads of Department and Heads of Faculty are responsible for submitting estimated grades to the Exams Officer when requested

Managing Invigilators

Managing invigilators

Support staff and External staff are used to invigilate examinations; teaching staff will not normally be used to invigilate examinations.

These invigilators will be used for internal exams and external exams

Recruitment of invigilators is the responsibility of the Exams Officer

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Headteacher's PA

CRB fees for securing such clearance are paid by the centre

Invigilators are timetabled and briefed by the exams office

Invigilators rates of pay are set by the Head of Centre and Senior Leadership Team

Malpractice

The Head of Centre is responsible for investigating suspected malpractice in accordance with JCQ regulations

Exam days

The JCQ regulations are to be followed throughout all exams. It is the responsibility of the Exams office to circulate copies of the regulations to all staff, including teaching staff; it is the responsibility of all staff to be familiar with them.

The exams office 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 Head of Centre/lead invigilator will start all exams in accordance with JCQ regulations

Subject teachers 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

In practical exams, subject teachers 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. Papers will be distributed to Heads of Department in accordance with JCQ regulations (usually the next day)

Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times in accordance with JCQ regulations

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 regulations, by a member of the Senior Leadership Team. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator

For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams Officer, supported by senior staff, is responsible for handling late or absent candidates on exam day

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer and Assistant Head - Curriculum

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 by providing a letter from the candidate's doctor

The Exams Officer will apply for special consideration to the relevant awarding body within seven days of the exam

Internal Assessments and Appeals

INTERNAL ASSESSMENT REPLACES THE LARGELY DISCONTINUED TERM COURSEWORK (see Controlled Assessment Policy)

It is the responsibility of subject staff to ensure that internal assessment is carried out according to their subject specification in accordance with JCQ regularities

It is the duty of Heads of Faculty/Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers, Heads of Department and Heads of Faculty

Appeals against internal assessments (see Controlled Assessment Policy)

Results

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses

Arrangements for the centre to be open on results days are made by the Head of Centre

The provision of staff on results days is the responsibility of the Assistant Head – Curriculum and Exams Officer

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested. JCQ deadlines are usually within two weeks of the start of the new academic year

If a result is queried, the subject teacher, Exams Officer and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense

When the centre does not support a candidate's or parent/guardian's request for 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

ATS

After the release of results, candidates may ask subject staff to request the return of papers within the first week of the start of the new academic year. The candidate is responsible for paying any charges due.

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

Certificates

Certificates

Certificates are presented in person, posted (recorded delivery) or collected and signed for

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

The centre retains certificates for one year