



Icknield Community College

EXAM POLICY



Icknield Community College

Author: Exams Officer

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Signed:

(Chair of Governing Body)



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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 all centre exams policies and processes are fully documented so that candidates, staff and parents/carers have clear procedures to follow and understand 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 and BTEC policy (appendix L) will be reviewed annually and updated to reflect the regulations of JCQ and awarding body regulations including Pearson BTEC ICE (ICEA), guidance and instructions.

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

Exam responsibilities

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

- Follows all JCQ and Pearson BTEC ICE exam regulations and make an annual formal declaration to this effect to the National Centre Number Register.
- Ensures that internal examination and assessment procedures are in place for example appeals and re-marks and other relevant policies are reviewed annually.
- Is responsible for reporting all alleged, suspected or actual incidents of malpractice or maladministration before, during or after examination/assessments and investigate and report immediately to the awarding body, by completing the appropriate documentation. See JCQ document– 'Suspected malpractice in Examinations and Assessments'. Co-operates with the JCQ inspection service, an awarding body or a regulatory authority when subject to an inspection, investigation or unannounced visit and takes all reasonable steps to comply with all requests for information and documentation made by an awarding body or regulatory authority as soon as is practical.
- Ensures that the assessor of access arrangements holds the appropriate qualification.

Exams Officer:

Manages the administration of public and internal exams.

- Understands the contents of the annually updated JCQ and Pearson publications and ensures the distribution of electronic copies of JCQ booklets – see Appendix A.
- Advises the Head of Centre, 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, Leadership Team, Heads of Faculty, Heads of Department, subject teachers, other relevant support



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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 those aspects of the exam timetable that will affect them and post result enquires and fees
- 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 with Head of Student Services/SENDCo and makes applications for special consideration using the JCQ and Pearson publication Access Arrangements, Reasonable Adjustments and Special Consideration /18/19.
- Identifies and manages exam timetable clashes in conjunction with the assistant head teacher.
- Accounts for income and expenditures relating to all exam costs/charges
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures the appropriate steps are taken where a candidate is entered for exams is related to a member of centre staff. (see Appendix K)
- Supports teaching staff to submit candidates' non-exam assessment marks (in accordance with the Exam Board regulations), tracks despatch and oversees the storage of non-exam assessment and any other material required by the appropriate awarding bodies correctly and on schedule.
- In conjunction with Head of Student Services/SENDCo and Senior and Data Assessment Manager allocate rooms for access students.
- Accompanies JCQ inspector during annual inspection.
- Administers exams in accordance to JCQ and awarding bodies instructions including exam room arrangements, briefing invigilators, attendance registers, seating plans, updates and erratum notices. Ensures no security breaches occur at any time during the exam period and processes appropriate special considerations to awarding bodies to the external deadline.
- In conjunction with Attendance Manager ensure absent or late candidates are chased. Persistent absence and lateness will be escalated to the leadership team.
- Dispatches and tracks scripts in accordance with JCQ and awarding bodies
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of Centre, Leadership Team, any appeals/review of marking requests.
- Keeps records as required by JCQ and awarding bodies and follows centres archiving policy (see appendix G).

Leadership Team line manager is responsible for:

- Managing external validation of courses followed at key stage 4.
- Being familiar with JCQ regulations.
- Ensures centre follows GDPR and Data Protection Act 2018.
- Contingency planning.
- Supporting Exams Officer with supervision of clash candidates.
- Together with senior leaders, support invigilators with student behaviour during exams and emergency evacuations, whilst ensuring the integrity of the exam. (See appendix E and F).
- Ensuring that senior members of staff are accessible to candidates after the publication of provisional results to discuss results and any submission of enquires.



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- In conjunction with Exams Officer provides relevant review of exam processes and procedures and implement any identified improvements.

Heads of Faculty and Heads of Departments are responsible for:

- Informing all members of their department of exam and post examination arrangements and deadlines.
- Notification of access arrangement requirements (as soon as possible after the start of the course) to the Head of Student Services/SENDCo.
- Submission of candidates' names to Exams Office to meet all internal and entry deadlines.
- Being familiar with and adhering to Instructions for conducting NEA booklet /18/19
- Ensuring completion/submission of coursework/ and non-exam assessment marks in accordance with JCQ regulations.
- Ensure teaching staff keep themselves updated with awarding body teacher specific information to confirm effective delivery of qualifications.

The Head of Student Services/SENDCo is responsible for: (also see Access Arrangements)

- Being familiar with the contents of Access Arrangements, Reasonable Adjustments and Special Consideration booklet.
- 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 Board deadlines.
- Support Exams Officer in applying for access arrangements for identified students and keeps all relevant papers (including data protection notices) for JCQ inspection.
- Liaison with Exams Officer with regard to the provision for students with separate invigilation arrangements due to medical issues or anxiety and those in need of support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, plus any student requiring English speakers of other languages or IT equipment (in liaison with the Network Manager).
- Ensure that staff appointed to facilitate access arrangements are fully trained and understand the rules of that particular arrangement.

Exams Officer and Invigilators are responsible for:

- Being familiar with the contents of instructions for conducting examinations and following JCQ and BTEC ICE (ICEA) regulations and attend all training session.
- The effective and efficient conduct of the exams eg collection of exam papers and other material from the exams office before the start of the exam and the collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office.
- Emergency evacuation of students, whilst ensuring the integrity of the exam. (See appendix E and F).
Displaying all JCQ notices/warnings to candidates.
- Reception staff.
- Supports the Exams Officer in dealing with exam related deliveries and dispatches with due regard to the security of confidential materials.



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Senior Data and Assessment Officer:

- Provides timely analysis of results to relevant parties including senior leaders, heads of departments and governors.
- Provides results information to external organisations where required and undertakes the key stage 4 performance tables September checking exercise.

Candidates are responsible for:

- Understanding non exam assessment regulations and signing a declaration that authenticates the non-exam assessment as their own.
- Reading notices/warning to candidates and following JCQ and BTEC ICE (ICEA) instructions.

Parents/carers are responsible for:

- Checking with their child to see that the correct exam entries are made.
- Ensuring their child attends exams as detailed on their exam timetable.
- Familiarising themselves with the Exams handbook.

Qualifications

Qualifications offered

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

The qualifications offered are GCSE and a limited number of level 2 qualifications.

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

Informing the Exams Office 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/carers, Head of Student Services, subject teachers, Head of Department, Head of Faculty, Leadership Team or Head of Centre.

Exam Series and Timetables

Exam seasons

Internal exams and assessments are scheduled throughout the year. There is an internal assessment appeals process in place for reviews of marking. (see appendix J) . Teaching staff are made familiar with the JCQ requirements by the Exams Officer.

External exams and assessments are scheduled throughout the year, according to Examination Board's timetable.



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Mock examinations and internal exams are held under external exam conditions.

The Head of Centre, 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.

Entries, entry details and late entries

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

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

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

Entry deadlines are circulated to Heads of Faculty/Department via the staff bulletin, briefing meetings and internal post/pigeon holes.

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

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 usually paid by the Departments, if deadlines are missed.

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/NEA requirements without medical evidence or evidence of other mitigating circumstances. The final decision will be taken by the Head of Centre.

Equality Act

All exam centre staff must ensure that the requirements of the Equality Act 2010 are met.

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Access arrangements

The Head of Student Services/SENDCo will inform the Exams Office of candidates with special educational/disabilities needs. The Head of Student Services/SENDCo will also



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inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Head of Student Services/SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in their exam.

Up to date lists of candidates with access arrangements are to be circulated via staff bulletin by the SENDCo department and updated as and when in the staff handbook.

A candidate's access arrangements requirement is determined by the Head of Student Services/SENDCo and Educational Psychologist/specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the Head of Student Services/SENDCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Student Services/SENDCo with support from the Exams Office.

Rooming for access arrangement candidates will be arranged by the Head of Student Services/SENDCo with the help of the Exams Office and Senior Data and Assessment Manager. Students will be informed by the Student Services Administrator of their exam rooms.

Invigilation and support for access arrangement candidates will be organised by the Head of Student Services/SENDCo with the help of the Exams Office.

See the Procedure for the Management of Exam Access Arrangements for full details (See appendix H).

Contingency planning

Contingency planning for exam administration is the responsibility of the Exams Manager and Assistant Headteacher – (see Appendix B).

Managing invigilators

Support staff and external staff are 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.

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

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

Exam days

The JCQ and Pearson BTEC ICE (ICEA) regulations are to be followed throughout all exams and it is the responsibility of all staff to be familiar with them.



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The Exams Office will book all exam rooms with the Senior Data and Assessment Manager, after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Site Manager is responsible for setting up the allocated rooms.

The Exams Manager/lead invigilator will start all exams in accordance with JCQ regulations.

A member of the Leadership Team will be present in the exam hall for all external exams.

A member of the Leadership Team 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 and Pearson BTEC ICE (ICEA) regulations.

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 and Pearson BTEC ICE (ICEA) 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 and Pearson BTEC ICE (ICEA) regulations, by a member of the Leadership Team. Candidates are expected to stay for the full exam time at the discretion of the Exams Office or lead invigilator.

For exams, longer than one hour candidates may leave the exam early only at the discretion of the Exams Officer/Senior Leader, but no sooner than one hour after the published starting time. They will not be allowed to return. For exams less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination.

The Exams Office, 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 Office and Assistant Headteacher.

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 Office, 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.



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

Candidates and their parents/carers receive detailed information regarding the exam process via the exam handbook. (See Appendix I) which is published on the school website.

Non-Examination Assessment

Internal assessment covers controlled assessments, portfolios and projects produced by candidates, marked by teachers and submitted to an Awarding Body for moderation.

Outlining Staff Responsibilities – GCSE Non-Examination Assessment

Leadership Team

- Accountable for the safe and secure conduct of non-exam and assessments. Ensure assessments comply with JCQ and Pearson BTEC ICE (ICEA) guidelines and awarding bodies' subject-specific instructions (Appendix L).
- Ensure that the 'GCSE Non-Examination Assessment - Risk Assessment' is updated and actioned if necessary via the appropriate members of staff (see Appendix C).
- At the start of the academic year, begin coordinating with Heads of Department/Faculty to schedule non-examination assessments. (It is advisable that these assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation non-examination assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for NEA.

Heads of Department/Faculty

- Decide on the Awarding Body and specification for a particular KS4 qualification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled and non-examination assessment.
- Ensure that individual teachers understand the requirements of the Awarding Body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Ensure that faculty and/or department actions detailed in the 'GCSE Non Examination Assessment - Risk Assessment' are actioned if necessary.
- Where appropriate, develop new assessment tasks or contextualize sample Awarding Body assessment tasks to meet local circumstances, in line with Awarding Body specifications and control requirements.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ and Pearson BTEC ICE (ICEA) publication *Instructions for conducting non-examination assessments*.
- Ensure access arrangement entitlements are provided to relevant candidates.



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- Understand and comply with the Awarding Body specification for *conducting non-examination assessments*, including any subject-specific instructions, teachers' notes or additional information on the Awarding Body's website.
- Supply the Exams Office with details of all unit codes for non-examination assessments and a schedule for when they are to take place prior to the start of the academic year where possible.
- Ensure that actions detailed in the 'Non-Examination Assessment - Risk Assessment' are actioned if necessary.
- Obtain confidential materials/tasks set by the Awarding Body in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the Awarding Body. Submit marks through the Exams Office/to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre..
- Ask the special educational needs coordinator (SENDCo) for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Ensure that copies of the current JCQ and Pearson BTEC ICE (ICEA) booklet '*Instructions for conducting NEA's*' are forwarded electronically to each subject leader within the centre.
- Enter students for individual units, whether assessed by non-examination and assessment, external exam or on-screen test, before the deadline for final entries as advised by Heads of Departments.
- Where confidential materials are directly received by the Exams Office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format once alerted to their arrival.
- Download and distribute mark sheets for teaching staff to use, and collect and submit entries to Awarding Bodies before deadlines.
- Ensures that Exam archiving policy is adhered to – see appendix G.
- Special Educational Needs/Disabilities Coordinator/ Ensure access arrangements have been applied for.
- Ensure all relevant staff are aware of any access arrangements which need to be applied during a NEA session.
- Work with teaching staff to ensure the provision of support staff for students with access arrangements is met when needed.

Arrangements for internal appeals against internal assessment decisions



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It is the responsibility of subject staff to ensure that internal assessment is carried out according to their subject specification in accordance with JCQ and Pearson BTEC ICE (ICEA) regulations.

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.

Internal assessment covers all areas of assessment produced by candidates, marked by teachers and submitted to an Awarding Body for moderation. Examples are practical assessments, coursework portfolios and projects.

Appeals may be made to the school regarding the internal assessment decision, including marking and quality assurance processes. If a candidate believes that the procedures for internal assessments have not been followed they can request a review of the centre's marking. See appendix J internal appeals procedure for assessments.

Provisional results and Post Results Services ,

Candidates will receive individual provisional 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 Headteacher and Exams Manager.

Review of Marking (ROMs)

ROMs 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 ROM is requested. JCQ deadlines are usually within two weeks of the start of the new academic year.

If a provisional 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.

Candidates can request an ROM . They need to complete the paperwork and submit the indicated fee meeting deadlines. Candidates will receive the information of all fees, procedure, deadlines and provided with the necessary paperwork on results day.

Access To Script (ATS)

After the release of provisional results, candidates may ask subject staff to request the return of papers within the first week of the start of the new academic year.

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

Review of markings cannot be applied for once an original script has been returned.



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Certificates

Certificates are available to be collected and signed for in term two, once released by the relevant Exam boards.

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

The centre retains certificates for a minimum of one year (refer to Exam archiving policy Appendix G).