Biddenham International School & Sports College

EXAMINATION POLICY 2022 - 2023

Purpose:

The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The exam policy will be reviewed annually by the Head of Centre and Exams Officer.

Exam responsibilities

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

- Advises on reviews of marking.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected Malpractice in Examinations and Assessments.

Our head of centre is Eleanor Grylls Head of School

Exams Officer:

- Manages the administration of public and internal exams.
- Advises the senior leadership team, subject and class tutors 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 staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework/controlled assessment/NEA is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts in accordance with JCQ guidance.
- Makes applications for Special Consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration.
- Identifies and manages exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training (including safeguarding) and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of Access Arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

The SEND Coordinator (SENDCO) is responsible for:

- Administration of Access Arrangements.
- Identification and testing of candidates requirements for Arrangements.

- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Lead invigilator/invigilators are responsible for:
- Collection of exam papers and other material from the Exams Office before the start of the exam.
- Record attendance and report any absence to the Exams Office as soon as possible
- Assuring all regulations are adhered to during the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office.

Candidates are responsible for:
- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications offered

- The qualifications offered at this centre are decided by the Heads of Department, in conjunction with line managers and the Curriculum and Achievement group.
- The qualifications offered are GCE, GCSE, Entry level, BTEC Technical Awards, BTEC Nationals, Functional Skills, Gateway, NCFE, Cambridge Nationals, Cambridge Technicals, and Level 3 Applied Diploma.
- The subjects offered for these qualifications in any academic year may be found on the centre's website. If there is to be a change of specification from the previous year, the Exams Office must be informed as soon as possible.
- Informing the Exams Office of changes to a specification is the responsibility of the Head of Department in conjunction with their line manager.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, subject teachers and Heads of Department, authorised by Curriculum and Achievement group.

Exam Seasons

- Internal exams and assessments are scheduled in December and June
- Internal exams are held under external exam conditions.
- External exams and assessments are scheduled in November, January, February, May and June.
- The Heads of Department and Line managers decide which exam series are used in the centre.
- On-demand tests can be scheduled only in windows agreed between the EO and the SLT.

Timetable

Once confirmed, the Exams Officer 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 Subject Teachers
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The centre accepts entries from external candidates.
- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Heads of Department via briefing meetings, internal post/pigeon hole and e-mail.
- Late entries are authorised by HoDs, Line managers and the Exam 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.
- All first time exam entry fees are paid for 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 or who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the candidates.
- External candidates are subject to a £50 administration fee, in addition to their exam fees.

Equality Act 2010

- All exam centre staff must ensure that the centre meets the requirements of the Equality Act 2010.
- The Equality Act 2010 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 Equality act 2010 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 Equality Act 2010 by ensuring that the exams centre is accessible and is able to improve candidates' experiences. This is the responsibility of the Head of Centre, Exams Officers and SENDCo.

Access arrangements

The whole process for providing access arrangements and reasonable adjustments for students sitting exams is the responsibility of the Exams Officer in collaboration with the SENDCo. The process includes: determining evidence of need; making any relevant applications to the Awarding Bodies; allocating rooms and invigilation for the students with additional exam provisions. Further details can be found in the Access Arrangement Policy

Contingency planning

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

Private candidates

Managing private candidates is the responsibility of the Exams Officer.

Estimated/Centre Assessed Grades

Subject teachers and Head of Department are responsible for submitting estimated or centre assessed grades to the Exams Officer when requested.

Managing invigilators

- 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 Office.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR assistant.
- DBS 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 Senior Leadership Team.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

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 invigilators.
- Site management is responsible for setting up the allocated rooms.
- The Lead Invigilator/Subject staff will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions 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 or removed from the exam room by any member of staff before the end of a session. Papers will be distributed to Heads of Department in accordance with JCQ guidelines after the examination has finished.

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilators.
- Candidates may only leave the exam room during the exam for a genuine purpose and are required to return immediately. They must be accompanied by a member of staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

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 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 then forward a completed Special Consideration form to the relevant Awarding Body within seven days of the exam.

Non-Examination Assessment

- It is the duty of Heads of Department to ensure that all non-examination assessments are 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 all internally assessed work and estimated grades are provided to the Exams Office by the subject teachers.
- Appeals against internal assessments must be made promptly.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Office.

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 email. Any results not collected on the day will be delivered by post to their home address.
- Arrangements for the centre to be open on results days are made by the Exams Officer and SLT.
- The provision of staff on results days is the responsibility of the 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 candidate's consent is required before any EAR is requested.
- If a result is queried, the Exams Officers, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.
- When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests 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 three days' scrutiny of the results.
- 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 are collected and signed for.
- 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 6 years.
- A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of Centre: E Grylls **Exams Officer:** M J Flynn

Date of Next Review: **September 2024**