



Launceston College

A Multi Academy Trust

EXAM POLICY

Updated on: May 2019

Review by: LJS

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.

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

This exam policy will be reviewed every two years, to ensure that schools within the MAT comply with current JCQ regulations, guidance and instructions.

1. Exam responsibilities

Principal - Head of Centre

- Understands the contents, refers to and directs 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
 - The instructions for conducting controlled assessments and coursework
- Ensures that the centre has appropriate accommodation to support the size of the cohorts being taught.
- Ensures that National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirmed they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration.
- Ensures a named member of staff acts as the SENDCo
- Ensures the Exams Officer attends appropriate training events offered by awarding bodies, MIS providers or other external providers to enable the examination process to be effectively managed and administered.
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the examination process.
- Ensures centre staff undertake key tasks within the examinations process and meet internal deadlines set by the Exams Officer.
- 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 relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
 - That arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff.
- Ensures risks to the examination process are assessed and appropriate risk management processes/contingency plans are in place.

- Ensures required internal appeals procedures are in place.
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place. The Head of Centre also offers advice on appeals and re-marks, if required.
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the appropriate steps are taken where a candidate being entered for examinations is related to a member of centre staff.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice.

Exams office manager / exams officer

Manages the administration of public and internal examinations:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications, including;
 - General regulations for approved centres.
 - Instructions for conducting examinations.
 - Suspected malpractice in examinations and assessments.
 - Post results services
- Advises the academy leadership teams, subject and class teachers and other relevant support staff on examination timetables and application procedures as set by the various examination boards.
- Oversees the production and distribution to staff, governors and candidates of a calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Ensures examination rooms are booked and details of any room changes given to staff and students.
- Ensures the examination room(s) are set up and conducted as required in the regulations.
- Ensures seating plans and registers are produced for examination rooms which meet the JCQ and awarding body requirements. These are available upon request following an examination. All candidates should be seated in the examination room as instructed by the seating plan or the Exams Officer.
- Ensures that the question papers, other examination stationery and materials are available to the invigilator.
- Ensure invigilators and candidates are aware of the emergency evacuation procedure.
- Administers access arrangements, alongside the SENDCo, and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all examination papers and completed scripts.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Organises the training and monitoring of a team of examination invigilators responsible for the conduct of examinations. Works with their ALT link to organise recruitment of invigilators.

- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with ALT, any appeals/re-mark requests.
- Consults with teaching staff to ensure that the necessary coursework is completed on time and in accordance with JCQ guidelines.
- 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.

Heads of Faculty

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Ensure teaching staff undertake key tasks within the examination process (examination cycle) and meet internal deadlines set by the Exams Officer and SENDCo.
- Ensures teaching staff attend relevant awarding body training and update events.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.
- Undertake key tasks within the examinations 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.

SENDCo

- Administers access arrangements and makes applications for special consideration
- Liaise with Exams Officer regarding final access arrangements for students.
- The SENDCo needs to be familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications, including;
 - Access arrangements and reasonable adjustments
- Identification and testing of candidates' requirements for access 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.

- To inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.

Lead invigilator/invigilators

- Collection of examination papers and other material(s) from the examinations officer before the start of the examination.
- Conduct the administration of all examinations in a professional manner and in line with JCQ regulations.
- Collection of all examination papers (in the correct order) at the end of the examination and their return to the examinations office.
- A roving invigilator will be allocated each day, responsibilities will be to ensure everything is running smoothly and deal with any student queries should they arise.
- Attend training, updates, briefing and review sessions, as required.
- Provide information, as requested, on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Administrative staff

- Support for the input of data.
- Support the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.
- Preparation of examination materials.
- Posting of examination papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered centres within the Launceston College MAT are decided by the Head of Centre and the Heads of Curriculum.

The statutory tests and qualifications offered include GCSE, iGCSE, RSL, A levels, BTEC, key skills, functional skills.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At Key Stage 5

It is expected that AS modules will be completed during Year 12.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled across the academic year as per each academy's published calendar.

External exams are scheduled in November, January and May/June (Summer).

All internal exams are held under external exam conditions.

Which exam series are used in each of the MAT exam centres is decided by the Heads of Faculty and the relevant Academy Leadership Team.

3.2 Timetables

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Faculty and the subject teachers. This should be done in a timely manner to ensure awarding body external deadlines for submissions can be met. There may be subsequent deadlines for making changes to final entry information without incurring any charges, which will be communicated by the Examinations officer.

A candidate or parent/carer can request a subject entry, change of level or withdrawal, and the final decision will be made in consultation with the Head of Faculty. The Examinations Officer will confirm with Heads of Faculty the final entry information that has been submitted to the awarding bodies.

As a general rule centre within the Launceston College MAT do not accept external candidates.

4.2 Late entries

Entry deadlines are circulated to Heads of Faculty via email.

Late entries are authorised by Heads of Faculty and exams officer and any penalties (if due to an error by the department) will be paid for by the department.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers and the exams officer.

Retake fees are paid by the candidates.

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.
(See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENDCo and the educational psychologist / specialist teacher.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCo and the Centre Assessor.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of exams officer, unless specifically stated below:

Atlantic Academy – SENDCo

Bideford College – Deputy SENDCo:

Rooming for access arrangement candidates will be arranged by the SENDCo with the exams officer.

The criteria for candidates who are granted separate invigilation is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in the main exam room.

Invigilation and support for access arrangement candidates will be organised by the Exams Officer with support from SENDCo. We ensure that all staff appointed to facilitate these candidates are appropriately trained and understand the rules of the particular arrangement(s) and we keep a record of the training provided to facilitators for the required period. Should an emergency situation arise during a period of exams, the SENDCo, Exams Officer and Head of Centre would determine the appropriate course of action, liaising with exam boards as required.

7. Estimated grades

Estimated grades

The Heads of Faculty and the Heads of Subject will submit estimated grades to the Exams Officer when requested. Where estimated grades are required to be submitted to the exam board, this will be carried out by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

The recruitment of invigilators is the responsibility of the Exams Officer, in conjunction with their ALT link.

Training will be provided annually for invigilators which outlines key aspects on the conduct of examinations, the Equality Act 2010 and disability issues in relation to examinations.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Exams Officer. DBS fees for securing such clearance are paid for by the staff costs budget.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the Business Manager.

8.2 Exam days

The Exams Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is the responsibility of the Exams Officer, in liaison with the site team.

The invigilator will start all examinations in accordance with JCQ guidelines. The lead invigilator will ensure that students have removed from their person all MP3/4, mobile phone and smart watch devices. As per Academy policy the removal of these devices and clearing data from calculator storage areas is the candidate's responsibility. The JCQ poster, Appendix 7, from the Instructions for Conducting Examinations booklet will be clearly displayed and referred to at the start of the examinations.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted or give any guidance other than that printed on the front of the examination paper.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be removed from the examination room before the end of a session. Papers will be distributed to subject staff no earlier than 24 hours after the end of the examination.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body before the published deadline date.

9.4 Alternative site arrangements

Question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met.

The Exams Officer will inform JCQ Centre Inspection Services using the JCQ Alternative Site Form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Teaching staff need to have the necessary and appropriate knowledge, understanding, skills and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work. Candidates should be informed of their centre assessed mark (s) before mark(s) are submitted to the awarding body as they may request a review of the centre's marking.

Heads of Faculty will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers and the heads of subject, ahead of the exam boards' published deadline dates.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded

- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the exams officer.

The provision of staff on results days is the responsibility of the exams officer.

The centre aggregates at the end of year 12 for AS grades.

11.2 Enquiries about results (EARs).

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Requests for EARs must be accompanied by candidates consent form/letter signed by the candidate/student.

When the centre does not uphold 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. (See section 5: Exam fees)

11.3 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

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

Re-marks cannot be applied for once a script has been returned.

12. Certificates

Certificates are posted (signed for) and collected and signed for.

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

The centre retains certificates for six years.

12 JCQ inspection visit

The exams officer and/or a member of the Academy Leadership Team will accompany the JCQ inspector for the duration of any visit.

The policy is next due for review on June 2021.

Centre specific procedures should be read in conjunction with this policy, these include:

Exam contingency procedure

Management of non-examination assessment procedure

Emergency Evacuation procedure

Word processors in exams procedure

Exam complaints and appeals procedure

Identifying candidates procedure

Transportation of scripts procedure