

<b>Local Procedure Title</b>	<b>Exams Local Procedure</b>
<b>Site</b>	<b>Sketchley School, Forest House and Progression House</b>
<b>ECS Policy number and title</b>	<b>N/A</b>
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<b>Local Procedure Author(s)</b>	<b>SJ Astbury</b>
<b>Local Procedure Ratification</b>	<b>Checked and Approved by:</b>

The purpose of this Exams Local Procedure 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 centre's exam process to read, understand and implement this policy.

The exams local procedure will be reviewed every year by the Exams Officer, Sarah Peck.

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

### Exam Responsibilities

#### The School Principal:

- Has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- 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).
- Accounts for income and expenditures relating to all exam costs/charges.
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms.

#### Exams Officer:

- Manages the administration of internal exams.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre 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 are informed of and understand those aspects of the exams timetable that will affect them.

- Checks with teaching staff that the necessary coursework and/or controlled 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.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Class Teachers are responsible for:**

- 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 coursework / controlled assessment mark sheets and declaration sheets.
- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

**Lead invigilator/invigilators are responsible for:**

- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 their return to the exams office.

**Candidates are responsible for:**

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the JCQ regulations.

## **Qualifications Offered**

The qualifications offered at this centre are decided by the senior leadership team.

The types of qualifications offered are: Entry level qualifications, BTEC qualifications, Functional Skills qualifications, AS Levels and GCSEs.

The subjects offered for these qualifications in any academic year may be found in the centre's long term planning for that year.

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

## **Exam Series**

Internal exams (mock or trial exams) and assessments are scheduled by individual class teachers.

External exams and assessments are scheduled by the exams officer.

Internal exams are held under external exam conditions.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the class teacher and the exams officer.

## **Exam Timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal exams before each series begins.

## **Entries, Entry Details and Late Entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts entries from private candidates.

Entry deadlines are circulated to class teachers via briefing meetings and email.

Class teachers will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the exams officer.

Examination re-sits/retakes are allowed.

Re-sit decisions will be made by the exams officer in consultation with the class teacher.

### **Exam Fees**

Candidates 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.

Examination entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Re-sit fees are paid by the centre.

### **Equality Legislation**

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

The centre 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 exams officer.

### **Access Arrangements**

A candidate's access arrangements requirement is determined by the School Principal.

The School Principal will inform the exams officer of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the School Principal.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the School Principal.

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

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

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the exams officer.

Contingency plans are available via briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

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**Private Candidates**

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Managing private candidates is the responsibility of the School Principal.

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**Estimated Grades**

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Class teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

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**Managing Invigilators**

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Internal staff will be used to invigilate examinations.

Invigilators are timetabled, trained, and briefed by the exams officer.

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**Malpractice**

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The School Principal in consultation with the exams officer is responsible for investigating suspected malpractice.

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**Exam Days**

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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.

Invigilators 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 staff 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 heads of department in accordance with JCQ's recommendations and no later than one hour after candidates have completed it.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the school administrator.

## Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the class teacher.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre 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.

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.

Note: 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 centre's exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

## Internal Assessment

It is the duty of class teachers to ensure that all internal assessment is 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 are provided to the exams officer by class teachers. The exams officer 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 centre's Internal Appeals Procedure (IAP) document.

## Results

Candidates will receive individual result slips on results days,

## Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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 centre.

All decisions on whether to make an application for an EAR will be made by exams officer.

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

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

## Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results.

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 an original script has been returned.

The cost of EARs will be paid by the centre.

Processing of requests for ATS will be the responsibility of the exams officer.

## Certificates

Candidates will receive their certificates by post to their home address.

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.

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.