

POLICY TITLE:	Examinations Policy
Policy Number:	ECS 35
Applies to:	Schools & Colleges
Version Number:	02
Date of Issue:	01/11/2019
Date of Review:	31/10/2020
Author:	Quality Improvement Leads
Ratified by:	Stephanie Rickson, Policy Lead
Responsible signatory:	Bonny Anderson, Director for Quality Assurance & Improvement
Outcome:	<p>The purpose of this exam policy is:</p> <ul style="list-style-type: none"> 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. <p>It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.</p>
Cross Reference:	ECS 26 Equality of Opportunity ECS 33 Special Education Needs and Disabilities ECS 30 Assessment for learning ECS 31 Curriculum
EQUALITY AND DIVERSITY STATEMENT	
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email LegalandComplianceHelpdesk@priorygroup.com

EXAMINATIONS POLICY

1 INTRODUCTION

- 1.1 Priory has a wide range of educational sites, which enable all its students to thrive and achieve excellent outcomes. For many students, outcomes will include taking a range of examinations; however for some students, especially those who are pre-verbal, public examinations are not always possible. Where public examinations are not being considered, an agreement will be made with parents or carers.
- 1.1.2 Public examinations provide vital summative assessment for the vast majority of Priory students, generally at the end of a key stage. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about knowledge, understanding and skills achieved. In addition to public examinations other internally set and marked examinations may take place at other stages in a student's progress through the school in order to both prepare for public examinations and check student learning.
- 1.1.3 In order to effectively implement this Priory policy, Education Services facilities will have local procedures in place where necessary, to be read in conjunction with this document, to ensure best practice, and cover local systems and procedures.

2 PRINCIPLES

- 2.1 Priory Group believes that students should be given every opportunity to be entered for accredited courses provided they are appropriate for the individual student's ability, programme of study and aspirations and in order to ensure this, each site adheres to the following:
- (a) The examinations system combines entitlement with flexibility
 - (b) Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent; administration helps them to achieve their best
 - (c) Students undertake examinations knowing what is expected of them in terms of preparation and behaviour
 - (d) Students are guided in their decisions about examination entries and do so with full knowledge of the implications for their careers or further education
 - (e) Staff understand fully their obligations and responsibilities with relation to examinations
 - (f) Each site meets the requirements of examination security and is properly equipped to undertake the administration of examinations, including data processing and a results service
 - (g) Accurate examination data is available to inform target setting
 - (h) Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system.

3 OPERATION

3.1 **Exam responsibilities:**

There are two key roles in relation to the management of examinations within each individual site. These roles are described below. Other roles and responsibilities are described within the local procedures.

3.1.1 **School Principal/ Headteacher:**

- (a) Overall responsibility for the site as an exam centre, and for the managing of systems and processes in relation to all aspects of examination practice within the school.
- (b) Responsible for reporting all suspicions or actual incidents of malpractice (Refer to the JCQ document *suspected malpractice in examinations and assessments*)
- (c) Advises on appeals and re-marks

3.1.2 **Examinations and Assessment Manager:**

- (a) Ensures compliance with all JCQ regulations

- (b) Ensures compliance with all Awarding Body regulations and quality assurance processes
- (c) Manages the administration of public and internal exams and analysis of exam results
- (d) Advises the School Principal, senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- (e) Oversees the production and distribution to Staff, Governors 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
- (f) Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- (g) Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- (h) Provides and confirms detailed data on estimated entries
- (i) Receives, checks and stores securely all exam papers and completed scripts
- (j) Administers access arrangements 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'
- (j) Identifies and manages exam timetable clashes
- (k) Accounts for income and expenditures relating to all exam costs/charges
- (m) Line manages the senior exam invigilator in organizing the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- (n) Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- (o) Submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- (p) Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/remark requests
- (q) Maintains systems and processes to support the timely entry of candidates.
- (r) Ensures that the Emergency evacuation procedure for examinations is available along with the exam room incident log.

3.2 **Receipt, storage and dispatch of Examination materials:**

All examination materials are received stored and dispatched according to the requirements of the relevant examinations board. Further details are contained within the individual site local procedures.

3.2.1 Each site will ensure that children and young people are entered for all appropriate qualifications, and as a rule of thumb, all students at Priory education sites should be expected to leave with a minimum of a relevant qualification in English and mathematics, except when the EHCP/statement indicates that qualifications are not relevant for specific individuals. Where there are special arrangements or considerations that need to be made, the school should ensure that these are completed in a timely manner, and that the support is available to the student on the day.

3.2.3 It is expected that the management of the examinations process within the site is in line with the expectations of the relevant examinations boards.

3.3 **The statutory tests and qualifications offered:**

It is expected that examinations offered to each individual will be discussed with parents, carers and relevant staff, and will be personalised according to the needs and aspirations of the individual student.

3.4 **Exam fees :**

- (a) The centre will pay all normal exam fees on behalf of candidates
- (b) Late entry or amendment fees are paid by centre.

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

3.5.1 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.

3.5.2 Where a student has special educational needs such that special access or considerations need to be made, these will be made according to the current guidance and legislation.

4 REFERENCES

4.1 JCQ document - Suspected malpractice in examinations and assessments
Education (Independent School Standards) Regulations: 2014