

Exam Policy

North Kesteven Academy
2021-2022



Introduction Date: Autumn Term 2021

To be Reviewed: Autumn Term 2022

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Date of next review: September 2022

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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 that the conduct of examinations complies with the JCQ regulations.

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.

The exam policy will be reviewed by the Head of centre, senior leadership team and Exams Officer.

Exam responsibilities

Head of Centre

Having overall responsibility for the school as an exam centre, the Head of centre with the assistance of the Exams Officer:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. In all cases of suspected or actual malpractice the centre will refer to and follow the guidance and regulations as detailed in the JCQ document - Suspected malpractice in examinations and assessments.

Exams Officer is responsible for:

Managing the administration of public and internal exams

- Advises the senior leadership team, Heads of Departments and 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 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.
- Provides detailed examination timetables to staff and candidates including individual timetables for each candidate for each exam series.
- Collates information regarding course details to enable course administration runs smoothly.
- Collates and submits detailed data on estimated entries to awarding bodies.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.

- Informs Heads of Departments and teaching staff of examination entry deadlines and provides teachers with marksheets for the completion of exam entries.
- Maintains systems and processes to support the timely entry of candidates for their exams and submits entries within external deadlines.
- Informs Heads of Departments and teaching staff of course registration deadlines for BTEC and OCR Nationals and similar courses, collates student registrations and submits course registrations within deadlines.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Collates and submits candidates' coursework marks within deadlines.
- Receives, checks and stores securely all exam papers and materials.
- Ensures completed scripts are packaged and dispatched to examiners in a timely manner.
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exam invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.

Heads of Departments are responsible for:

- Notification of access arrangements requirements to the SENCO (as soon as possible after the start of the course).
- Providing the Exams Office with details of qualifications including exam/unit and specification numbers by completing the annual exam/course audit.
- Informing the Exams Office of any changes to the courses being offered.
- Providing the Exams Office with estimated exam/unit entries upon request and inline with internal and external deadlines.
- Checking exam/unit entries for their department ensuring all candidates are entered for the correct units/certification codes by the entry deadline.
- Providing details of candidates for registration to BTEC and OCR Nationals and any other similar courses by the registration deadline.
- Ensuring the storage of learner records and internal verification records for a minimum of 3 years for all BTEC courses.
- Overseeing the organisation of controlled assessments in line with specific guidelines provided by the awarding body, JCQ and the internal procedures taking into account the controlled assessment risk management document.
- Overseeing the marking and reporting of coursework/controlled assessment and unit marks for both general qualifications and BTEC/OCR Nationals.
- The submission of coursework samples to the awarding bodies ensuring deadlines are met and a record of posting is kept by the general office.

Teachers are responsible for:

- Notification of access arrangements requirements to the SENCO (as soon as possible after the start of the course).
- Providing estimated exam entries to the Head of Department.
- Submission of candidates' exam entries using the method by completion of exam entry marksheets via Sims.
- Marking of coursework and controlled assessments including the completion of marksheets for the reporting of coursework, controlled assessments and unit marks for BTEC and OCR nationals and other similar courses.
- Teachers of BTEC courses are responsible for ensuring that there are no errors in entering certification claims. The final course marks must be entered by two people one of whom must be the teacher responsible for the course.
- The completion and return of awarding bodies centre and candidate declarations regarding coursework and controlled assessment.
- Providing Forecast Grades to the Exams Office upon request and within deadlines.

The Sen Coordinator SENCO is responsible for:

- 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.

Lead invigilator/invigilators are responsible for:

- The preparation of exam rooms before the start of the exam.
- The supervision of candidates throughout the examination.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office. Please see Job Description for full details of Invigilator responsibility.

Candidates are responsible for:

- Confirmation of exam and unit entries upon receipt of a statement of entry from the Exams Office.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Complying with JCQ regulations for written examinations, coursework and controlled assessments.

Qualifications offered

The qualifications offered at this centre are decided by the Heads of subject and Senior leadership team.

The qualifications offered are GCSE/GCE and BTEC and OCR Nationals and Technicals. Other qualifications are offered such as IFS Finance qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office should be informed as soon as possible.

Informing the Exams Office of changes to a syllabus is the responsibility of the 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, Subject teachers, Head of department and authorised by SLT.

Exam seasons

Year 11 Internal exams and assessments are scheduled in November. Internal exams held under external exam conditions.

External exams are scheduled in November, January, May and June.

The Head of centre and Head of department decide which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the Exams Office.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for Internal exams and External exams. The timetables will be published on the school website for parents and candidates and will be available on the resources drive for students. They will also be published on the Q Drive for staff. A hard copy will be available on the Exams Notice Boards.

Entries, entry details and late entries

Candidates are entered for their exams/units by the Heads of department and Subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. This request should be dealt with by the Progress Manager and head of Department.

The centre accepts entries from former candidates for resits and members of staff for CPD.

The centre does not act as an exam centre for other organisations under normal circumstances.

Entry deadlines are circulated to heads of departments and teachers via Email and Briefings.

Late entries are authorised by Senior leadership team.

GCSE retakes are allowed but must be paid for by candidates unless they can provide a medical certificate for a missed exam due to illness.

Retake decisions will be made in consultation with Candidates, Subject teachers, Exams Officer, Head of centre, Heads of department.

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 entry exam fees are paid by the Centre. BTEC and other course registrations are paid for by the centre.

Late entry or amendment fees are paid by the Departments if the amendment is due to an error within the department and is after the amendment deadline.

Amendment fees will be paid for by the Exams Office for genuine amendments that were unforeseen and unavoidable e.g. a new student starting the school after entry deadlines.

Fee reimbursements (exam/unit entries and course registration e.g. BTEC or OCR National) are sought from candidates in the following circumstances:

- Candidates who decide to sit an exam after the late entry/withdrawal deadline.
- Candidates that do not meet the necessary coursework requirements.
- Candidates that fail to sit an exam without medical evidence or evidence of other mitigating circumstances.
- When candidates drop a course or leave the school.

Re-sit fees are paid by the Candidates if a candidate wishes to try and improve their grade.

Disability Discrimination Act

All exam centre staff must ensure that we meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA 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 DDA 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 DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre, Exams Officer and SENCO.

Access arrangements

The SENCO 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 SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

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

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO and the Exams Officer.

BTEC Special Consideration

Edexcel aims to facilitate open access to BTEC and Edexcel NVQ qualifications for learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured. This will be achieved through:

Reasonable adjustment: This is agreed at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation.

Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes, nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.

Special consideration: This is a post-assessment allowance to reflect temporary illness, injury or indisposition that occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.

Special consideration **cannot** apply to 'licence to practise' units within a qualification, or to 'licence to practise' qualifications.

Edexcel will only consider requests for reasonable adjustment and special consideration

submitted by the Head of Centre, Principal or CEO.

You can find more information about reasonable adjustment and special consideration by referring to the document 'RA and SC 06-12 Reasonable Adjustment and Special Considerations Policy' (below). This policy replaces the previous Edexcel policy concerning learners with particular requirements (Assessment of Vocationally Related Qualification: Regulations and Guidance Relating to Learners with Special Requirements (2002).

Further information can be found in the centre policies section of the Edexcel website.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer in conjunction with SLT. (See Separate Contingency Plan)

Private candidates

Managing private candidates is the responsibility of the Exams Officer.

Estimated grades

Heads of departments are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer inline with internal and external deadlines.

Managing invigilators

External staff are used to invigilate examinations. These invigilators will be used for Internal and External exams.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the general office. CRB fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the centre.

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

Malpractice

The Head of Centre with the assistance of the Exams Officer is responsible for investigating suspected malpractice. The Exams Officer is responsible for reporting suspected malpractice to the Head of Centre and the Head of Centre is responsible for reporting cases of suspected malpractice to the Awarding Bodies.

In all cases of suspected or actual malpractice the centre will refer to and follow the guidance and regulations as detailed in the JCQ document - Suspected malpractice in examinations and assessments.

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 invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre and who have not taught the subject being examined, 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 before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session.

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 invigilator.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. 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.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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.

FULL DETAILS OF INFORMATION FOR CANDIDATES CAN BE FOUND IN THE EXAMINATIONS STUDENT HANDBOOK.

Internal assessment

Internal assessment replaces the largely discontinued term coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The general office will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Subject teachers and Heads of department.

Appeals against internal assessments must be made by the 30 June.

NEA APPEALS PROCEDURE

Separate Document

Results

Candidates will receive individual result slips on results days which take place in August.

Results can be collected either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelope) Arrangements for the centre to be open on results days are made by the Head of centre, the Exams Office and site staff.

The provision of staff on results days is the responsibility of the Head of centre and the Exams Office.

EARs enquiries about results

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.

A candidate may apply to have an enquiry carried out and it is the candidate's responsibility to pay for the enquiry unless the Head of department requests the enquiry in which case the department will pay for the service.

ATS access to scripts

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 by candidates in the November following summer results days. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and have written permission from the candidate.

The centre retains certificates for Six years.

Head of centre

Exams Officer

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