

Egerton Rothesay School



Exams policy

Academic Year 2020 - 2021

Contents

- Roles and responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality Act
- Estimated grades
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

Staff responsibilities:

Mrs Nicky Moxon – Examinations Officer

Mr Colin Parker – Head of Centre

Mrs Jane Wyton – Head of SEN (SENCo)

In the event malpractice is suspected or alleged, staff involved in the specific exam / assessment may have their personal data shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments – Policies and Procedures.

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.

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 Exams Officer.

Exam responsibilities

Examinations 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.
- ensures that timetabled exams are entered in the whole school diary and that teaching and support staff are informed of and understand those aspects of the exam timetable that will affect them.
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework 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.
- makes applications for Special Consideration.
- 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/review of marking requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- in consultation with SEN staff, administers access arrangement applications using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration, and Access Arrangements Online.
- identifies and manages exam timetable clashes.
- prepares seating plans, candidate number cards and Access Arrangement cover sheets.
- liaises with SMT to allocate exam rooms, invigilators and support staff.
- checks all exam scripts, including printed scripts at the end of the exam.
- arranges and monitors collection of scripts.
- notifies finance office of income and expenditures relating to all exam costs/charges.

Teachers are responsible for:

- liaison regarding access arrangements requirements during Year 9 onwards via Normal Way of Working Forms available on StaffWeb.
- Submission of candidates' names to Heads of department/school/curriculum.

The Head of SEN 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.

Candidates are responsible for:

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

Qualifications

Qualifications offered

The qualifications offered at this Centre are decided by the Heads of Department in consultation with SMT.

The qualifications offered are GCSE, Entry Level Certificates, BTEC Awards and Certificates, DiDA/CIDA, Functional Skills, Award in Number and Measure.

Informing the exams office of changes to a specification is the responsibility of the Subject Leaders and 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, SENCo and Head of subject.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December (Year 11) and January/March (Year 10).

External GCSE exams are taken in May and June. GCSE Controlled Tests and Functional skills exams may be scheduled in other sessions throughout the academic year.

GCSE Mock Exams, internal exams held under external exam conditions.

The Heads of subject and Heads of department decides which exam series are used in the Centre.

On-demand assessments are to be scheduled in agreement with the Exams Officer is the policy for offering on-demand testing.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for External exams.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Heads of department, Heads of subject and Subject teachers.

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

The Centre does not accept entries from external candidates, but the Examinations Officer will consider applications from past pupils of Egerton Rothesay School.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of department via Internal post/pigeon hole/staff board.

Late entries are authorised by Heads of subject, Heads of department and Exams Officer.

GCSE re-sits are allowed, subject to exam board and national regulations.

Re-sit decisions will be made in consultation with Candidates, Subject teachers, Exams Officer, Heads of subject and Heads of department.

Exam fees

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.

BTEC and CiDA registration, Qualification entry and EaR fees are notified to the Finance Department for onward billing to parents.

Late entry or amendment fees may be charged to Department budgets where they are at the request of HoDs.

Equality Act

Equality Act 2010

All staff must ensure they meet the requirements of the Equality Act 2010.

The head and all staff recognise their duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010*. This includes a duty to explore and provide access to suitable courses, submit applications for reasonable

adjustments through the access arrangements process and make reasonable adjustments to the service ERS provides to disabled candidates.

*The Equality Act 2010 defines a person as being disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Access arrangements

The Head of SEN 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 Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the Head of SEN 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 Head of SEN with the Exams Officer.

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

Contingency planning

See separate Centre specific 'Examinations Contingency Plan Policy.'

In the absence of the Examinations Officer, the Head of Centre will delegate responsibility as appropriate.

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

The OFQUAL 'Contingency Plan in the Event of Widespread Disruption to the Examination System' should be followed where appropriate:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

Estimated grades

Estimated grades

Heads of Department/Subject Leaders are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing invigilators

Managing invigilators

Support staff and Teaching staff are used to invigilate examinations.

These invigilators will be used for Internal and External exams.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

CRB fees for securing such clearance are paid by the Centre.

Invigilators and support staff are timetabled by the centre administration.

Invigilators and support staff are briefed by the Examinations Officer.

Malpractice

The School Leadership Team 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 invigilator.

Site management is responsible for setting up the allocated rooms.

The Exams Officer/lead invigilator will start all exams in accordance with JCQ guidelines. They must ensure an additional member of staff checks correct papers/time/date before the packet is opened.

Subject staff may assist with identifying candidates and offer support and encouragement at any point up until the time that candidates enter the exam room.

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.

Any erratum notices must be read out and actioned before the exam starts.

Candidates

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 invigilator.

For exams lasting longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

For clash candidates, the supervision of candidates, 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.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework. (Controlled Assessment and Non-Examination Assessment.)

It is the duty of Heads of department 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

Marks for all internally assessed work and estimated grades are either, provided to the Exams Officer by the Heads of subject and Heads of department, or entered online through the awarding body's portal, dependent upon receipt of each awarding body mark sheets.

Appeals against internal assessments

Appeals against internal assessments must be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.

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

Results

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 post via the 'Signed For' service to their home addresses.

Arrangements for the Centre to be open on results days are made by the SLT.

Staff available on results days, but not limited to, are the Exams Officer, Head of Upper Senior School (Beech Base) and Head of Centre.

EaRs

Payment for EaRs is required from parents.

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 Officer will apply for a review of marking at the candidate'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 requires 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 Review of Marking cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are presented in person or posted via the 'Signed For' service.

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

Head of Centre:

Exams Officer:

Mr Colin Parker

Mrs Nicky Moxon

Date: 30 September 2020

The policy is next due for review on 30 September 2021