



Exams Policy

Version 1.0

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Exams Procedures & Guidelines

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1. Purpose

The purpose of this exams procedures and guidelines document is:

- To ensure the planning and management of exams is conducted within JCQ regulations and guidelines.
- To ensure that the planning and management of exams is conducted in the best interest of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all centre staff.

It is the responsibility of all centre staff involved in the centre's exam processes to read, understand, and implement these procedures and guidelines.

The exams procedures and guidelines will be reviewed annually by the member of SLT appointed to oversee exams processes.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

This policy should be read alongside the Exams Procedures and Guidelines document.

2. Responsibilities

The Head of Centre:

- Has overall responsibility for the school/college 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.

Exams Officer:

- Manages the administration of internal and external exams
- Advises the senior leadership team, subject leaders, teachers, and other relevant associate 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 subject leaders and teachers 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 publication A guide to the special consideration process
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- 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.

Subject Leaders:

- Supply information on entries, coursework and non-examined assessments as required by the exams officer
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer for their subject area(s)
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.

Special Educational Needs Coordinator (SENDCo):

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- Process any necessary applications in order to gain approval (if required)
- Working with the exams officer and exams team to provide the access arrangements required by candidates in exams rooms.

Lead invigilators and invigilators:

- Assisting the Exams Officer in the efficient running of exams in-line with JCQ regulations
- Collection of exam papers and other material from the exams officer 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
- Ensuring all procedures followed during each exam, as well as immediately before and immediately afterwards, are in line with JCQ or other relevant requirements.

Candidates:

- Checking statements of entries and raising any queries with their teachers, Subject Leaders or the Exams Office
- Understanding NEA and coursework regulations and signing any necessary declarations authenticated their work as their own
- Ensuring they conduct themselves in all examinations in-line with JCQ regulations.

3. Qualifications

The qualifications offered at this centre are decided by the Senior Leadership Team, working alongside Subject Leaders.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar document for that year.

Informing the Exams Office of changes to specification is the responsibility of the Subject Leader. Decisions on whether a candidate should be entered for a particular subject will be taken by the Senior Leadership Team in consultation with teachers and Subject Leaders

4. Exam Entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal. Such requests must be made to the exams officer for consideration. The Snaith School retains the final decision on any such requests.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Subject Leaders via email and in good time.

Subject Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after the awarding bodies deadline (late amendment) require authorisation, in writing of the Exams Officer and/or the Senior Leader with responsibility for exams.

5. Private & External Candidates

The centre may accept entries from private or external candidates. Applications for private or external candidate entries must be made to the Exams Officer.

Private and external candidates are accepted at the discretion of the school, and in most cases will only be accepted when they have been previous students. Applications from private or external candidates will be reviewed by the senior leadership teams and will only be accepted if it is operationally feasible to facilitate the request.

An administrative charge may be made to private and external candidates to cover additional costs incurred in the providing additional administration, rooming and invigilation.

Private and external candidates must provide photographic evidence to prove that they are the same person who has requested to complete examinations at the centre.

6. 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 timescales allowed by the awarding bodies.

The Exams Officer will publish the deadline for actions well in advance for each exams series.

All first entry exam fees are paid by the centre for all centre candidates. Private and external candidates are responsible for all exam fees and these must be paid in advance.

Late entry or amendment fees are paid by the centre, department, or candidates depending on the reasons and responsibilities for late entries. Only where the choice has been made by the centre itself, will the centre be responsible for payment of these fees.

Fee reimbursements may be sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

7. Equality Legislation

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

The centre will comply with legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Senior Leadership Team, working with the Exams Officer, SENDCo and Safeguarding Officer where appropriate.

Exam Access Arrangements

The Snaith School will ensure it follows the Trust's **Exam Access Arrangements Policy**.

It is the responsibility of the SENDCo to identify and assess candidates that require exam access arrangements and ensure that JCQ guidelines are adhered to. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo. Submitting completed access arrangement applications to the awarding bodies is the responsibility for the SENDCo.

The SENDCo will ensure that an accurate and up to date register of internal candidates with access arrangements is available for all centre staff to review.

The Exams Officer will ensure that all access arrangements are planned for and are in place for all examinations. The Exams Officer will seek support from the SENDCo if required when planning for access arrangements.

Word Processors

Word processors may be used by a candidate for examinations. The use of a word processors in exams is outlined in the schools' Word Processors Guidelines and is overseen by the SENDCo, this must reflect the candidates usual way of working. Consideration for the use of word processors in exams is on an individual basis, is at the discretion of the SENDCo and will be considered alongside the Trust's **Exam Access Arrangements Policy**.

8. Internal Assessments

The Snaith School has a separate policy for the management of coursework and non-examined assessments.

It is the responsibility of the Subject Leader to provide the Exams Officer with any necessary information about candidates in relation to coursework and non-examined assessment's

It is the responsibility of the Exams Officer to ensure that all awarding body deadlines are adhered to in relation to coursework and non-examined assessments, and that these deadlines are communicated to Subject Leaders.

It is the responsibility of Subject Leaders to ensure that all internal assessments are ready for dispatch at that correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipients details and the date and time sent.

9. Results & Certificates

Results

Candidates will receive individual results slips on results days:

- In person at the centre
- To their school email address

Candidates may request that results be:

- Sent by post to their home address – candidates are to provide a self addressed envelope
- Collected and signed for by a nominated family member, friend or representative – candidates must confirm in writing, and in advance of results day that they give permission for a named person to collect their results.

On results days candidates will receive a statement of results. They will not receive their exam certificates on results day as these are not released by the awarding bodies until after all post-results services have been processed.

Enquiries & Post-results Services

Post-results services may be requested by the candidate or centre following the release of results. All Post-results services require written permission of the candidate/

The cost of post-results services will be paid by the centre or candidate depending on who is making the request. Post-results service requests that involve a review of marking will be reviewed by a member of the Senior Leadership Team before being processed.

Full details of the centres post-results services can be found in the Exams Procedures & Guidelines document.

Certificates

Candidates can obtain their certificates by:

- Collection in person at the centre
- Postal to their home address (candidates to confirm address and pay fee to cover signed for delivery costs)
- Collection by a nominated person (candidate to confirm in writing their consent and the name of the nominated person).

The centre retains exams certificates for 12 months. After this time the certificates will be returned to the awarding bodies.

Replacement certificates can only be issued by the relevant awarding bodies.