



# KING JAMES I ACADEMY

## Examination Policy

Date adopted by Governors: October 2018

Date of Next Review: October 2020

## **Examination Policy**

### **1. The Policy Purpose**

1.1 The purpose of this examinations policy is:

- To ensure that the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

1.2 It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

1.3 The Examination Policy will be reviewed every two years.

1.4 The Examination Policy will be reviewed by the Head of Centre and Examination Officer.

### **2. Examination Responsibilities**

2.1 Having overall responsibility for the school as an Examination Centre, the Head of Centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice as referred to in the JCQ document - Suspected Malpractice in Examinations and Assessments.

### **2. Examinations Officer:**

2.1 Manages the administration of public and internal examinations:

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination 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 examinations 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 examination 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 examination papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.

- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

2.2 Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Directors of Learning.

2.3 The SEN Coordinator SENCo is responsible for:

- Identification and testing of candidates and their 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.

2.4 Lead invigilator/invigilators are responsible for:

- Collection of examination papers and other material from the Examination Office before the start of the examinations.
- Collection of all examination papers in the correct order at the end of the exam and their return to the Examinations Office.

2.5 Candidates are responsible for:

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

### **3. Qualifications Offered**

3.1 The qualifications offered at this Centre are decided by the Senior Leadership Team.

3.2 The current qualifications offered are GCE, GCSE, Entry Level, BTec, Key Skills, ECDL and Vocational Qualifications.

3.3 The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. If there is to be a change of syllabus from the current year, the Examination Officer must be informed by the 31 of May.

3.4 Informing the Examination Officer of changes to a syllabus is the responsibility of the Directors of Learning.

3.5 Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Curriculum Manager, Directors of Learning and Subject teachers.

#### **4. Examination Seasons**

- 4.1 Internal examination and assessments are scheduled anytime between September and July
- 4.2 External examination and assessments are scheduled in October, November, December, January, March, May, and June.
- 4.3 Internal examinations are held under external examination conditions.
- 4.4 The Head of Centre and Senior Leadership Team decides which Examination Series are used in the Centre.
- 4.5 On-demand tests can be scheduled only in windows agreed between the Examination Officer and the SLT.

#### **5. Timetable**

- 5.1 Once confirmed, the Examination Officer will circulate the examination timetable for internal examinations and external examinations.

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

- 6.1 Candidates are selected for their examination entries by the Directors of Learning.
- 6.2 Candidates or parents/carers can request a subject entry, change of level or withdrawal under consultation with the Director of Learning.
- 6.3 The Centre does not make entries for external candidates.
- 6.4 The Centre does not act as an examination centre for other organisations.
- 6.5 Entry deadlines are circulated to Directors of Learning via Internal Post.
- 6.6 Late entries are authorised by Directors of Learning and Head of Centre.
- 6.7 3 GCSE retakes are allowed.
- 6.8 3 AS/A2 retakes are allowed.
- 6.9 Retake decisions will be made in consultation with Candidates, Head of Centre, Deputy Heads and Directors of Learning.

#### **7. Examination Fees**

- 7.1 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.
- 7.2 GCSE entry examination fees are paid by the Centre.  
  
AS entry examination fees are paid by the Centre.

- 7.3 A2 entry examination fees are paid by the Centre.
- 7.4 Late entry or amendment fees are paid by the Centre.
- 7.5 Fee reimbursements are sought from candidates who decide to sit an examination after the late entry/withdrawal deadline/fail to sit an examination/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- 7.6 Re-sit fees are paid by the Centre.

## **8. Disability Discrimination Act**

- 8.1 All Examination Centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 are met.
- 8.2 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.
- 8.3 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.
- 8.4 The Centre will meet the requirements of the DDA by ensuring that the Examination Centre is accessible and by improving candidate experience. This is the responsibility of the Head of Centre, Examination Officer and SENCo.

## **9. Access Arrangements**

- 9.1 The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
- 9.2 A candidate's access arrangements requirement is determined by the SENCo.
- 9.3 Making access arrangements for candidates to take examinations is the responsibility of the Examination Officer.
- 9.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer.
- 9.5 Rooming for access arrangement candidates will be arranged by the Examination Officer.
- 9.6 Invigilation and support for access arrangement candidates will be organised by the Examination Officer and SENCo.

## **10. Overseas Students**

10.1 Managing overseas students is the responsibility of the Examination Officer.

## **11. Contingency Planning**

11.1 Contingency planning for examination administration is the responsibility of the Senior Leadership Team.

## **12. Estimated Grades**

12.1 Directors of Learning are responsible for submitting estimated grades to the Examination Officer as and when requested by the Examination Officer.

## **13. Managing Invigilators**

13.1 External staff are used to invigilate examinations.

13.2 These invigilators will be used for Internal examinations and External examinations.

13.3 Recruitment of invigilators is the responsibility of the Examination Officer under consultation with the Head of Centre.

13.4 Securing the necessary Disclosure and Barring Service (DBS) clearance for new Invigilators is the responsibility of the Office Manager.

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

13.6 Invigilators are timetabled and briefed by the Examination Officer.

13.7 Invigilators rates of pay are set by the Senior Leadership Team.

## **14. Malpractice**

14.1 The Examination Officer is responsible for investigating suspected malpractice.

## **15. Examination Days**

15.1 The Examination Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

15.2 Site management is responsible for setting up the allocated rooms.

15.3 The Examination Officer/Lead Invigilator will start all examinations in accordance with JCQ guidelines.

15.4 Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

15.5 In practical examinations subject teachers may be on hand in case of any technical difficulties.

15.6 Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Directors of Learning at the end of the examination session.

## **16. Candidates**

16.1 The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

16.2 Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

16.3 Disruptive candidates are dealt with in accordance with JCQ guidelines.

16.4 Candidates are expected to stay for the full examination time.

16.5 Candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.

16.6 The Examination Officer/DoSS is responsible for handling late or absent candidates on examination day or subsequently.

## **17. Clash Candidates**

17.1 The Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **18. Special Consideration**

18.1 Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examination Officer or the DoSS, to that effect.

18.2 The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor.

18.3 The Examination Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **19. Internal Assessment replaces the largely discontinued term Coursework**

19.1 It is the duty of Directors of Learning to ensure that all internal assessment is ready for despatch at the correct time. The Examination Officer/Post Clerk will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

19.2 Marks for all internally assessed work and estimated grades must be provided to the Examination Officer by the Directors of Learning to meet deadlines set by the Examination Officer.

19.3 Appeals against internal assessments must be made by the 31 May in the year of the assessment.

## **20. Appeals Against Internal Assessments**

20.1 The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Examination Officer.

## **21. Results, Enquiries About Results (EARs) and Access To Scripts (ATS)**

21.1 Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses where candidates provide self addressed envelopes in advance.

21.2 Arrangements for the Centre to be open on results days are made by the Head of Centre.

21.3 The provision of staff on results days is the responsibility of the Head of Centre.

## **22. EARs**

22.1 EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

22.2 If a result is queried, the Examination Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

22.3 Where 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.

## **23. ATS**

23.1 Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

23.1 GCSE re-marks cannot be applied for once a script has been returned.

## **24. Certificates**

24.1 Certificates are to be collected and signed for.

24.2 Certificates can be collected on behalf of a candidate by third parties, provided they are close family members and have written authority to do so.

24.3 Certificates may be withheld from candidates who owe fees.



- 24.4 The Centre retains certificates for 1 year (minimum 1 year requirement by Examining Bodies).
- 24.4 If a candidate has lost their Certificates a transcript of results may be issued, if they are still available, and if the candidate agrees to pay an administration fee set by the Head of Centre.

**Head of Centre**

**Exams Officer**

**MR N GRIEVESON**

**MRS J RAW**

9 December 2015

This Policy is next due for review on 9 December 2017.