



Ysgol Uwchradd
PRESTATYN
High School

EXAMS POLICY

Author	Date Adopted by Gov Body	Signed by Chair of Gov	ReviewDate
SMP	30/5/12		May 2013
SMP	22/5/13		May 2014
SMP	15/5/14		May 2015
SMP	20/5/15		May 2016
SMP	25/5/16		May 2017
ARH	24/5/17		May 2018
ARH	23/5/18		May 2019

Prestatyn High School exam policy

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The 11-19 exam policy

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 every year.

The exam policy will be reviewed by the Senior Leadership Team, Examinations Officer and the Governors.

Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks.
- responsible for reporting all suspicions or actual incidents of malpractice in accordance with JCQ published procedures.

Senior Leadership Team

- Assistant Head line manages the Examinations Officer, who in turn line manages the Examinations Office staff.
- organisation of teaching and learning.
- external validation of courses followed at Key Stage 4 and Key Stage 5 (14 – 19)

Examinations Officer & Examinations Office Staff

Manage the administration of public and internal exams:

- advise the Senior Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- oversee the inclusion of the examination periods on the annual calendar distributed to staff, governors, parents and candidates for all exams in

which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.

- ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- consult with teaching staff to ensure that necessary internal assessment is completed on time and in accordance with JCQ guidelines.
- provide and confirm detailed data on estimated entries.
- receive, check and store securely all exam papers and completed scripts.
- administer access arrangements and makes applications for special consideration using the JCQ published procedures.
- identify and manage exam timetable clashes.
- account for income and expenditures relating to all exam costs/charges.
- line manage the senior invigilators and invigilation team and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- submit candidates' assessment marks, tracks despatch and distributes returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- maintain systems and processes to support the timely entry of candidates for their exams.

Heads of Department/Subject

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures.
- submit work to appropriate exam boards in an accurate and timely manner and track their despatch.
- accurate completion of coursework mark sheets and declaration sheets.
- accurate completion of entry and all other exam related data in accordance with deadlines as set by the Examinations Officer.
- to consult with SLT and then inform exam officer if change exam board or course

Teachers

- notification of access arrangements requirements (as soon as possible after the start of the course) to SENCO.
- submission of candidates' names and entries to Heads of Department/Subject

SENCO

- identification and testing of candidates, providing evidence of 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.

Senior Invigilators

- collection of exam papers and other material from the Examinations Office staff before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and their despatch to the examiner.
- deployment of invigilation team and ensuring adherence to the JCQ published procedures - Instructions for the Conduct of Examinations.

Candidates

- confirmation entries.
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- understanding the examination regulations as published by the JCQ on behalf of the Awarding Bodies.

Administrative Staff

- support for the input of data, receipt of papers and candidate arrangements.
- posting of examination papers and coursework.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Senior leadership Team.

The qualifications offered are GCE, GCSE, Entry Level, Welsh Baccalaureate, BTEC Certificates, Diplomas & Awards, OCR Nationals, ASDAN and Essential Skills.

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 an agreed change of syllabus from the previous year, the exams office must be informed by 30th September annually by Head of relevant department/subject.

Decisions on whether a candidate should be entered for a particular subject will be taken by SLT in consultation with the subject teachers and HoL.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December (Year 11) and March/April (Year 10). There may be scope to hold 6th Form internal exams in December/January as required.

External exams and assessments are scheduled in November (GCSE Resits), January (GCSE and GCE), March (Entry Level) and May/June (All Levels).

All internal exams are held under external exam conditions.

The Senior leadership team decides which exam series are used in the centre.

Tests are not offered on an on-demand basis.

Timetable

Once confirmed, the Examinations Officer will circulate the exam timetables for Internal exams and External exams.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject teachers.

A candidate's parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former candidates only.

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

Entry deadlines are circulated to Heads of Subject/Department via e-mail, bulletin, briefing meeting and internal post/pigeon hole.

Late entries are authorised by Senior Leadership Team.

Retake decisions will be made in consultation with candidates, subject teachers, Examinations Officer, Heads of Subject/Department and the Senior Leadership Team.

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.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Candidates.

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that they 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 Examinations Officer, SENCO and Senior Leadership Team.

Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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, Doctor and Educational psychologist/Specialist teacher.

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

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

Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer. The examinations for these candidates will be conducted by the Learning Support Assistant given specific responsibility to act as a Senior Invigilator during these periods, as agreed by the SENCO and Examinations Officer.

Overseas students

Managing overseas students is the responsibility of the Senior Leadership Team.

Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Officer.

Private candidates

Managing private candidates is the responsibility of the Examinations Officer.

Estimated grades

Estimated grades

Heads of Department/Subject are responsible for submitting estimated grades to the Examinations Officer as requested.

Managing invigilators

Managing invigilators

External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Examinations Office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Local Education Authority.

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

Invigilators are timetabled and briefed by the Examinations Office staff.

Invigilators rates of pay are set by the centre administration in line with LA.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice. In most cases, this is delegated to the Examinations Officer.

Exam days

The Examinations Office staff will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilation staff.

Site management is responsible for setting up the allocated rooms as requested by Exam Officer.

The Senior Invigilator will start all exams in accordance with JCQ guidelines.

Head of Department/Subject 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

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. These are superseded only by the official JCQ notifications.

Candidates have responsibility for ensuring they are aware of their own timetable of examinations and making appropriate arrangements for their attendance.

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 Examinations Office staff.

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 invigilation staff at all times.

The Examinations Office staff are responsible for handling late or absent candidates on exam day or subsequently.

Clash candidates

The Examinations Office staff will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

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 Examinations Office, or the exam invigilator, to that effect.

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

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

Controlled and Internal assessments

Outlining staff responsibilities – GCSE controlled and internal assessment

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of Key Stage 4.)
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school, etc.).
- Create, publish and update an internal appeals policy for controlled and internal assessments.

Examinations officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

Heads of department/subject

- Ensure that at least 40 per cent of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject-specific instructions.
- Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* (2009).
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).

- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

SENCO

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Appeals against assessments

Appeals against internal assessments must be made before the commencement of the main written examination papers.

The full process for managing appeals against internal and external assessments is detailed in a separate appeals policy, available from the Examinations 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 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 provision of staff on results days is the responsibility of the Head of Centre.

EARs

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.

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre'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 re-marks cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are Collected and signed for.

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

Certificates are withheld from candidates who owe fees.

The centre retains certificates for at least one year.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.