



**Ysgol Uwchradd  
Prestatyn  
High School**

*"Llwyddiant i bawb drwy positifrwydd a chyfrifoldeb"  
"Achievement for all through positivity and responsibility"*



Polisi Arholidau

Exams Policy



## **This Policy has been adopted by the Governors as follows:**

Author	Date Adopted by Gov Body	Signed by Chair of Gov	Review Date
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
ARH	22/5/19		May 2020
ARH	25/9/19		Sept 2020
ARH	11/12/19		Dec 2020
ARH	16/12/20		Dec 2021
ARH	15/12/21		Dec 2022
GJT	21/12/22		Dec 2023
GJT	13/12/23		Dec 2024
GJT	11/12/24		Dec 2025

# **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

- The Deputy 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

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.

- deployment of invigilation team and ensuring adherence to the JCQ published procedures - Instructions for the Conduct of Examinations.
- 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 ALNCO.
- submission of candidates' names and entries to Heads of Department/Subject

### **ALNCO**

- 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.

## **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, Welsh Baccalaureate, BTEC Certificates, Diplomas & Awards.

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 30<sup>th</sup> 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 HoY.

## **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 6<sup>th</sup> Form internal exams in December/January as required.

External exams and assessments are scheduled in November (GCSE Resits), January (GCSE and GCE) 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 email, 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**

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.

Reimbursements will be sought from candidates who:

- Decide to sit or withdraw from an exam after the late entry or withdrawal deadline date set by the awarding bodies.
- Fails to sit an exam without medical evidence or evidence of other mitigating circumstances.
- Meet the necessary course requirements.

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, ALNCo and Senior Leadership Team.

## **Access arrangements**

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

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

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

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

Invigilation and support for access arrangement candidates will be organised by the ALNCo 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 ALNCo 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 **and** the DHT who line manages the Examination Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Local Education Authority.

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

Invigilators are timetabled and briefed by the Examinations Officer.

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

### Malpractice

Prior to learners sitting any external examination (Yrs.10 & 12) a paper copy of JCQ information for candidates is given to all learners.

A copy of the JCQ Information for Candidates is also available on our school website in the examination area.

Prior to sitting any external examination or internal assessment, examination rules and protocols are made clear to learners in an assembly / classroom.

Prior to learners starting any form of internal assessment, the rules and protocols are made clear.

All venues which are used to house external examinations have the required signage as per JCQ guidance.

All invigilation staff are trained and aware of JCQ rules and guidance.

The Head of Centre is responsible for investigating suspected malpractice. In most cases, this is delegated to the Examinations Officer and DHT. Where there is suspected malpractice, the relevant examination board will be informed. An investigation will be undertaken where all involved will be interviewed. All stakeholders will be kept informed of the progress and outcome of the investigation.

## **Exam days**

The Examinations Officer 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 and should not enter the examination venue.

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 Officer.

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

## **Clash candidates**

The Examinations Officer 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*.
- 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 (ALNCO) for any assistance required for the administration and management of access arrangements.

#### **ALNCo**

- 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, external assessments, access arrangements and post results survey 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). **Results will not be emailed to any candidate.**

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.

## Contingency plan

### Exam Contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

#### **a. Exams officer absent at a critical stage of the examination cycle**

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary
- Contact Centre Support Officer

#### **b. Additional Learning Needs Coordinator (ALNCO) absent for prolonged period of time**

In the event of the ALNCo being absent for a prolonged period of time, candidates requiring access arrangements may not be assessed and their applications not processed. To ensure candidates are in receipt of all access arrangements, centre will

- Ensure the EO and ALNCo have worked together over the year
- Assistant ALNCo (Emma Tate) to cover tasks
- Recruit a specialist assessor
- EO to assist in applications online.

**c. Disruption of teaching time – centre is closed for an extended period**

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series
- Centre will have plans in place to facilitate alternative methods of learning. This will be facilitated via TEAMS and / or other online platforms

**d. Learners unable to take examinations because of a crisis -centres remain open**

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- centre will offer candidates an opportunity to sit any examinations missed at the next available series
- centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

**e. Centre unable to open as normal during the examination period**

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the

centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres, primary cluster or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

#### **f. Disruption to the transportation of completed examination scripts**

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- centre will ensure secure storage of completed examination scripts until collection.

#### **g. Centre unable to distribute results as normal**

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre has arrangements in place to deal with the potential threat of a cyber-attack.
- centre will make arrangements to coordinate access to post results services from an alternative site

- centre will share facilities with other centres if this is possible.

## **Whistleblowing**

Prestatyn High School encourages a free and open culture that allows workers to feel able to share their concerns internally in confidence. In particular, it recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with.

The Public Interest Disclosure Act 1998 gives protection to whistle-blowers, but only if disclosures fall under a specific area of concern, and are made in good faith using internal disclosure procedures, which are outlined below. In line with good practice, the school has a whistleblowing policy for the following reasons.

- It is better for an employer to enable workers to voice concerns within the organisation, rather than forcing a whistle-blower to go public and so expose the employer to damaging media coverage.
- A whistle-blower may lose the protection of the Public Interest Disclosure Act 1998 if he / she ignores any internal policy.
- An internal policy can help an employer to detect problems before they seriously damage its business.
- As a school we have fully adopted DCC's Whistleblowing Policy

## **Conflict of interest**

The JCQ General Regulations for Approved Centres require that centres record conflicts of interest and take steps to mitigate their effects. In addition, in certain circumstances, centres are required to notify awarding bodies of the conflict of interest.

Heads of Centres and EO are responsible for managing any potential conflicts of interest in relation to examinations, NEAs, Speaking and Listening assessments.

The EO and Head of Centre must ensure that records of potential conflict of interest, and the steps taken to mitigate it, are retained.

In the following instances, the exam board must be notified of the conflict of interest:

- The potential conflict of interest involves the Head of Centre
- A member of centre staff has been entered as a candidate and is required to complete an internal assessment marked by a member of staff.
- A member of centre staff is involved in assessing work which will contribute towards an overall grade e.g. NEA, for a member of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)

The notification must include details of the candidates involved and the steps taken to mitigate the conflict. (See appendix 1)

## **Appendix 1**

Conflict of interest declaration	
Candidate's name and year:	
Member of department with potential conflict of interest:	
Subject and level:	
Nature of conflict – tick appropriate box	
The potential conflict of interest involves the Head of Centre	
A member of centre staff has been entered as a candidate and is required to complete an internal assessment marked by a member of staff.	
A member of centre staff is involved in determining a grade for a member of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter)	
Other – in the space below outline the conflict on interest	
Measures to be taken by department to mitigate conflict of interest:	
Form completed by: _____ Date: _____	