

Larkmead School Exam Policy

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The exam policy for Larkmead School

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 Senior leadership team and Exams officer.

Exam responsibilities

Exams office manager/exams 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.
- oversees the production and distribution to staff, governors 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 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.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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 exam 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 exams.

Teachers are responsible for:

- Notification of access arrangements requirements at the start of term 6 when students are in Year 9.
- Exam entries - Submission of candidates' names and Exam details to heads of department/Faculty/Exams Office, within requested deadlines.
- Following the JCQ guidelines for completion of coursework and controlled assessment.
- Meeting B.Tech submission deadlines for assignments with agreement of IV for delays within 10 working days.

The Special Educational Needs Coordinator SENCo is responsible for:

- Identification and testing of candidates and requesting applications for access arrangements via the Exams Office for 14/15 to be review 15/16.
- Submitting completed access arrangement applications to the awarding examination bodies and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 15/16.
- Informing students and parents of their arrangements and preparing them in areas such as using a scribe/reader.
- 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.(Exams office will provide IT equipment for Exams)

Lead invigilator/invigilators are responsible for:

- Starting the exam
- Collection of exam papers and other material from the exams office before the start of the exam.
- Actively invigilating and reporting any malpractice.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

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

Leadership Team :

- In light of changes to SEN code of practice to be reviewed 2015/16

Qualifications

Qualifications offered

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

The qualifications offered are GCE, GCSE & BTECH 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 a change of syllabus from the previous year, the exams office must be informed as soon as possible.

Centres must ensure that learners have in an accessible format the correct information and advice on their selected qualifications and that the qualifications will meet their needs. (**updated 2015/16**).

Informing the exams office of changes to a syllabus is the responsibility of the Heads of subject.

Decisions on whether a candidate should be entered or withdrawn for a particular subject will be taken in consultation with the Subject teachers and Head of key stage.

Exam seasons and timetables

Exam seasons

Internal exams and assessments are scheduled in December and June.

Internal exams for Year 12 and 13 in January.

External exams and assessments are scheduled in May / June.

Internal exams held under external exam conditions.

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

On-demand tests can be scheduled only in windows agreed between the EO and the SLT.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable 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 Heads of faculty and Subject teachers.

The centre does not make entries from external candidates.

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

Entry deadlines are circulated to heads of department via Email and Internal Post.

Late entries are authorised by Exam officer in consultation with the Head of KS4/5.

GCSE re-sits are allowed.

AS re-sits are allowed.

A2 re-sits are allowed – only while the student is on roll at the school.

Retake decisions will be made in consultation with Subject teachers and Exams Officer .

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.

BTECH entry exam fees are paid by the Centre.

GCSE Re-sits are paid by the Faculty.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

AS/A2 Re-sit fees are paid by the Candidates unless advised otherwise by Head of KS5.

Late entry or amendment fees are paid by the Departments and Candidates.

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.

Equality Act 2010

The Equality Act 2010

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

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment. A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

The Equality Act 2010 definition of disability (revised 2015/16) includes substantial and long-term sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions, such as asthma, diabetes, epilepsy and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN.

Further guidance can be found from <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

The centre will meet the requirements of the act by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.

Access arrangements

The SENCo 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 SENCo.

Requesting access arrangements for candidates to take exams is the responsibility of the SENCo.

The key principle is that the SENCo is the specialist assessor working with the centre and can show a history of support and provision. The arrangement is not suddenly being granted to the candidate at the time of his/her examinations.

The Senco is our qualified representative meeting the revised 2016/17 access arrangement JQC procedures.

Submitting completed access arrangement applications, on behalf of the SENCo, to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Consideration should be given for candidates requiring supervised rest breaks as outlined in **section 5.1 AA Regs 2015/16**

Invigilation and support for access arrangement candidates will be organised by the SENCo in consultation with the Exams Officer.

Arrangements for students with dyslexia should be referred to JQC guidance document : [Dyslexia: Assessing the need for Access Arrangements during Examinations](#)

Overseas students

Managing overseas students is the responsibility of the Head of sixth Form.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior leadership team.

Estimated grades

Estimated grades

Heads of faculty are responsible for submitting estimated grades to the exams officer when requested by the Exams Officer.

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 Centre administration.

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 are timetabled and briefed by the Exams office.

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

Malpractice

The Exams office is responsible for investigating any 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 lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff 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, this is considered malpractice and will be reported to the relevant exam board. A relevant subject teacher may be available to read out any subject-specific instructions.

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

IT Support responsible for ensuring all computer systems are functioning correctly for on-screen exams and on results days.

Exam papers must **not** be read by subject teachers or removed from the exam room before the end of a session. Any teacher found looking at an exam paper will be asked to remain in the Exam room until the end of the exam.

Papers will be distributed to heads of department at the end of the exam session.

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 senior invigilator.

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 staff at all times.

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

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, arranging isolation, 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 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.

Updated Guidance 2015/16 available here:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent. **Please refer to the separate policy on non-examined assessment.**

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers.

Appeals against internal assessments must be made by the 30/06/2017.

Appeals against internal assessments

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 to their home addresses (candidates to provide stamped self-addressed envelope).

Arrangements for the centre to be open on results days are made by the Exams Officer.

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

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 Exams Officer, teaching staff and head of centre will investigate the feasibility of asking for a review of marking 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 review of marking cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are Posted by recorded delivery .

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for Two years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred and the request is within 5 years of the student leaving.

Contingency arrangements

Please refer to the separate policy for contingency arrangements. Updated 2016.

Head of Centre

Exams Officer



L. Robbins

Date 19/07/2016

The policy is next due for review following statutory changes to the SEN code of practice. 01/07/2017

