



# **Examinations Policy**

## **Centre Number: 37700**

<b>Created</b>	<b>May 2022</b>
<b>Date of Review</b>	<b>September 2027</b>

## Examinations Policy

This policy is next due for review in September 2027. The principles of this examinations policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates and meet external guidelines.
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- to provide support and information to students, parents/carers staff and Governors regarding the examination process and the examinations themselves.

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

This examinations policy will be reviewed annually by the Head of Centre. Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

## Exam responsibilities

### The Head of Centre:

- has overall responsibility for the Academy as an examinations centre and advises on appeals and re-marks
- is responsible for reporting all suspected or actual incidents of malpractice – with reference to the JCQ document *Suspected malpractice in examinations and assessments*

### Examinations officer:

- manages the administration of internal examinations and external examinations
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations 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 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 examinations timetable that will affect them
- checks with teaching staff 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 examinations
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines. A delivery log is updated with all examinations material delivered via Reception
- assists with implementing access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access Arrangements, reasonable adjustments and special consideration
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs and charges
- manages invigilation, organises annual training and monitors of a team of examinations invigilators responsible for the conduct of examinations
- ensures candidates' coursework and controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- tracks, despatches, and stores returned coursework and controlled assessments
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with senior leadership, any post results service requests.

### Co-ordinators/Sub Co-ordinators of Faculty are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer

- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- decisions on post-results procedures

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or examinations officer
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**The Special Educational Needs Coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and processing applications for any adjustments required
- working with the Examinations Officer to provide the access arrangements required by candidates in examinations rooms

**Lead invigilator/invigilators** are responsible for:

- assisting the examinations officer in the efficient running of exams according to JCQ regulations
- collection of examination papers and other material from the exams office before the start of the exam
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations

### **Qualifications offered**

The qualifications offered at this centre are decided by the Head of Centre. The types of qualifications offered are GCSEs, BTECs, OCR Cambridge Nationals, Vocational Awards and Entry Level qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus. If there is to be a change of specification for the next year, the examinations office must be informed by 1st October. Informing the examinations office of changes to a specification is the responsibility of the Head of Centre.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Teacher in consultation with the Curriculum Leader.

### **Exam series**

Internal examinations (mock or trial exams) and assessments are scheduled throughout the year and students, parents and staff are made aware of this in good time.

External examinations and assessments are scheduled in January and/or March for BTECs and summer for all other qualifications.

Internal exams are held under external exam conditions.

The SLT decides which exam series are used in the centre.

### **Examination timetables**

Once confirmed, the examinations officer will circulate the examination timetables for internal and external examinations at a specified date before each series begins.

### **Entries, entry details and late entries**

Entry deadlines are circulated to SLT members and subject teachers via email and briefing meetings. Programme leads will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the SLT.

### **Examination 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.

The Examinations Officer will publish the deadline for action well in advance for each exams series. GCSE, BTEC and OCR Cambridge Nationals' entry fees are paid by the centre.

Late entry or amendment fees are paid by the centre. Reimbursements may be sought from the subject department responsible for the late fee.

Fee reimbursements are 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

### **Equality Legislation**

All examination centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examinations Officer with liaison with the SENCo.

### **Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the SENCo and the Examinations Officer in line with the JCQ Access Arrangements regulations. The SENCo is responsible for ensuring there is appropriate evidence for the support of a candidates' access arrangement.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo; this can be with liaison with the Examinations Officer.

Rooming, invigilation and support for access arrangement candidates will be arranged by the SENCo and Examinations Officer.

### **Disability Policy**

The centre has policies in place that are in line with the Equality Act 2010, Disability Discrimination Act (1995) and The Code of Practice 2014. Special Educational Needs or disability is identified in terms of learning and cognition, communication and interaction, social, mental and emotional health, physical and sensory needs.

- The Academy will comply with its legal responsibilities under the Special Educational Needs Code of Practice 2014 and Disability Equality Act 2010
- The Academy will accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the Academy can cater adequately
- Parents of a child who has any disability should provide the Academy with full details prior to the admissions procedure, before accepting the offer of a place
- Based on the disability information, the Academy will assess the student's needs and consult with parents and other relevant bodies about the adjustments

### **Contingency planning**

Contingency planning for examinations administration is the responsibility of the Head of Centre.

Contingency plans are available via email and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **Exam disruption**

As part of Temple Learning Academy's emergency planning should there be any disruptions such as for example Academy closure, crisis, and/or widespread illness or if a student cannot sit an examination due to an emergency, the Head of Centre with liaison with the Examinations Officer will:

- Communicate with all relevant awarding organisations, local and/or national authorities for advice and instruction
- Ensure all relevant staff are aware of the centre's exam disruption procedures
- Make sure parents and candidates know what has been agreed for (where applicable):
- opening the centre for examinations only
- using alternative venues in agreement with the relevant awarding organisations Jcq guidance on alternative site arrangements
- for an absent candidate, an exam result being generated by the awarding body, based on factors such as a candidates' performance on other assessments in the same subject
- applying for special consideration for candidates where they have met the minimum requirements

### **Emergency Evacuation**

The centre policy for emergency evacuations for examinations is in line with the Jcq guidelines. This policy can be provided on request.

### **Cyber Attack**

Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations, the Examinations Officer will immediately report this to the relevant awarding body. The Examinations Officer will work with the IT department as per the guidance provided by the awarding body. Senior leaders will monitor the situation and take action as directed by the awarding bodies.

### **Estimated grades**

Programme leads are responsible for submitting estimated grades to the Examinations Officer when requested by the Examinations Officer.

### **Managing invigilators**

External staff will be used to invigilate examinations. These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the HR department in liaison with the Examinations Officer. They are timetabled, trained, and briefed by the Examinations Officer.

### **Malpractice**

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice. For use of AI in assessments, see NEA Policy.

### **Exam days**

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

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements at least one month in advance.

The Examinations Officer or an invigilator will start and finish all examinations in accordance with Jcq guidelines.

Subject staff and SLT may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by Jcq concerning who is allowed and what they can do.

In practical examinations, subject teachers' availability will be in accordance with Jcq guidelines.

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 Programme Leads in accordance with Jcq's recommendations and no earlier than 24 hours after candidates have completed it.

After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilation team, receptionist and Parcel Force.

### **Candidates**

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Programme Leads and/or SLT.

The centre's published rules on acceptable dress and behaviour apply at all times.

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

In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examinations Officer. Candidates who leave an examination room must be accompanied by an invigilator and/or an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on examination day.

### **Verification of candidate identity**

Candidate identity will be verified prior to entry for each exam by a member of staff familiar with the candidates. Invigilators will also be provided with student photos to enable accurate verification.

### **Candidates sitting an exam at home**

Permission will be requested from the relevant awarding bodies and the Head of Centre in the event of any last minute requirements for a student to sit an exam at home. The examinations would be invigilated by the DSL and/or DDSL. Any necessary medical/circumstantial evidence will be requested from parents.

### **Clash candidates/overnight stays**

The Examinations Officer with liaison with the Head of Centre will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Invigilators will be made aware of clash students who will be sitting the paper in a different session. Candidates will be supervised at all times by an appropriate member of centre staff until each examination has been completed.

### **Special consideration**

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer or invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body by the deadline provided by the exam boards.

### **Internal assessment**

It is the duty of the Programmes Leads to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Examinations Officer by the Programme Leads. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure

(IAP) document.

**Results**

Candidates will receive individual result slips on results days,

- in person at the centre or
- by email with written permission from the candidate
- by post to the home address held by the school

The results slip will be in the form of a centre MIS produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre. The provision of the necessary staff on results days is the responsibility of the Head of Centre.

**Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the centre, unless it is a candidate’s request in which case the candidate or parent/carer will pay the cost.

All decisions on whether to make an application for an EAR will be made by the Head of Centre. If a candidate’s request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.

**Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre, unless it is a candidate’s request in which case the candidate or parent/carer will pay the cost.

Processing of requests for ATS will be the responsibility of the Examinations Officer, following the JCQ guidance.

**Certificates**

Candidates will receive their certificates

- in person at the centre
- by post, if the certificates are not collected during the collection window provided by the centre

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Head of Centre

Examinations Officer

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Date .....