



PROSPECT SCHOOL - EXAM POLICY 2018/19

(Centre No - 58512)

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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 Head of Centre and Exams officer.

Exam Responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

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



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- 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
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration (published by JCQ annually).
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises 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 estimated entries by the end of the school academic year
- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Exams Officer no later than the end of September.
- Identification of candidates, 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.



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Invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Familiarising themselves with and ensuring that relevant changes to the 'ICE' book are read either in the 'Exams Folder' (staff share) which will be updated in October of every year or request a hard copy from the EO
- To ensure that all JCQ rules are adhered to and that on completion of exams papers said papers remain confidential until collected by EO.

Candidates are responsible for:

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

Qualifications Offered

- The qualifications offered at this centre are decided by the Head of Centre and Heads of department.
- The qualifications offered currently are Functional skills, GCSE, Entry level, OCR Nationals.
- If there has been a change of specification from the previous year, the exams office must be informed by 29th September in any year
- Informing the exams office of changes to a specification is the responsibility of the **Head of Centre** and all **Subject Staff**.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the subject teachers and Head of Key Stage 4.



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Exam Seasons

- Internal exams and assessments should be completed prior to Easter holidays.
- External exams and assessments are scheduled for the Summer Series.
- Earliest Scheduled Re-Entries are November.
- Some internal exams are held under external exam conditions.
- The subject leaders decide which exam series are used in the centre.
- Assessments are not offered on an on-demand basis.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for External exams. This will also be accessible electronically in the 'Exam Folder' (staff share).

Entries, Entry Details and Late Entries

The QCDA recommends the use of the Exam Fees estimator tool and the exemplar case study reducing late exams entries: Practical advice from your Exams Office colleagues.

- Candidates are selected for their exam entries by the subject teachers in discussion with the key stage manager.
- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.
- The centre does not accept/support/process entries from external candidates.
- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to subject teachers via internal post/pigeon hole and email.
- Late entries are authorised by Head of Centre.
- GCSE re-sits are allowed.

Re-sit decisions will be made in consultation with candidates and subject teachers.



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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.

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 requirements without medical evidence or other evidence of mitigating circumstances.

Disability Discrimination Act

All exam 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.

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 disability provisions under the DDA or the Equality Act 2010, by ensuring that the exams centre is accessible and working to improve candidate experience. This is the responsibility of the Head of Centre.



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Access Arrangements

- A candidate's access arrangements requirement is determined by the Specialist Teacher/ Head of English. Subject teachers have a responsibility to alert her to their concerns.
- Making access arrangements for candidates to take exams is the responsibility of the Exams Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Specialist teacher with the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates will be organised by Exams Officer.

Contingency Planning

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

Estimated Grades

Subject Teachers are responsible for submitting estimated grades to the Exams Officer no later than the end of October or when requested.

Managing invigilators

- Support staff and Governors are used to invigilate examinations.
- These invigilators will be used for External exams.
- Recruitment of invigilators is the responsibility of the Senior Leaders.
- 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 Officer.
- Invigilators' rates of pay are set by the Senior Leadership Team.



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Malpractice

The Senior Leadership Team is responsible for investigating 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 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.
- 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 subject staff at the end of the exam session.

- A relevant subject teacher should be available to read out any subject-specific instructions and start the exam, if required.

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.



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Note: 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.

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.

Internal assessment replaces the largely discontinued term coursework

It is the duty of Subject Teacher 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.

Marks and Appeals

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 1st January each year. The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.



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Results, enquiries about results (EARs) and access to scripts (ATS)

- Candidates will receive individual result slips on results days, in person at the centre.
- 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 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 Exams 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 are presented in person, posted (recorded delivery) or collected and signed for.



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Certificates can be collected on behalf of a candidate by third parties, provided they have supplied written authority to the Centre.

The centre retains certificates for five years.

Head of Centre: Sharon Chinnappa

Signature.....Date 17 September 2018

The policy is next due for review: Sept 2019