



**CIRENCESTER  
KINGSHILL  
SCHOOL**

## **Exam Policy Document**

### **CONTENTS**

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details and late entries
5. Exam fees
6. The Disability Discrimination Act, special needs and access arrangements
7. Estimated grades
8. Managing invigilators and exam days
9. Candidates, clash candidates and special consideration
10. Coursework and appeals against internal assessments
11. Results, enquiries about results (EARs) and access to scripts (ATS)
12. Certificates

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.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the Exams Officer.

## 1. Exam responsibilities

### HEAD OF CENTRE

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document "*Suspected Malpractice in Examinations and Assessments.*"

### EXAMINATIONS OFFICER

Manages the administration of public and internal exams and analysis of exam results:

- 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 exam boards
- 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
- administers access arrangements and makes applications for special consideration using the JCQ *Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges
- line manages/acts as the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- 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.

#### ASSISTANT HEADTEACER

- Organisation of teaching and learning.
- Line manages Examinations Officer and has overview of examination issues and procedures.

#### HEADS OF DEPARTMENT / SCHOOL / CURRICULUM

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

#### HEAD OF CAREERS

- Guidance and careers information.

#### TEACHERS

- Notification and application of access arrangements in the classroom/learning environment (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

#### SENCO

- Administration of access arrangements.
- Identification and testing 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.

## LEAD INVIGILATOR / INVIGILATORS

- Collection of exam papers and other material from the exams office before the start of the exam.
- Monitoring of candidates through the examination series and appropriate reporting of emerging issues, irregularities or malpractice.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

## CANDIDATES

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Attendance at all examinations on-time, with appropriate equipment, and ready to complete the examination.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Heads of Department.

The statutory tests and qualifications offered are BTECs, GCSE and Entry Level Functional Skills in English and Mathematics.

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 by end of November of that examining academic year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents/carers, head of subject and HOY/Head of Key Stage.

### AT KEY STAGE 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **3. Exam seasons and timetables**

#### **3.1 EXAM SEASONS**

Internal exams, including all practical exams and controlled assessments, are organised through liaison between Exams Officer, SLT and Subject teachers, according to timetabling and with reference to the School Calendar.

Internal exams should be booked with a terms notice.

Blue Cover request forms should be completed at the same time as exam dates are agreed (see Cover Policy.) These should be passed to the Exams Officer for agreement who will then pass to Deputy Head to be signed off and entered into the school calendar.

All internal exams are held under external exam conditions, regulated by the Joint Council for Qualifications.

External exams are scheduled in May and June. Provisional Examination timetables are available in July of the preceding year, directly from the examination boards, and confirmed by November of the examining academic year.

#### **3.2 TIMETABLES**

Once confirmed, the exams officer will circulate the exam timetables for external exams and publish these on the notice board in the staff room.

Timetables for internal exams will be communicated with staff once confirmed.

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

#### **4.1 ENTRIES**

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

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal. Such amendments will be made through consultation with Subject teachers, Heads of Faculty, HOY and Head of Key Stage.

The centre does not accept entries from external candidates.

#### **4.2 LATE ENTRIES**

Entry deadlines are circulated to Heads of Department via notice board and email.

Late entries are authorised by discussion between the Heads of Department and Exams Officer.

## 5. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by departments.

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 by the deadline published by the awarding bodies.

## 6. The Equality Act (2010), special needs and access arrangements

### 6.1 THE EQUALITY ACT

The Equality Act 2010 requires **an awarding body** to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a **substantial disadvantage** in comparison to someone who is not disabled. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 SPECIAL NEEDS

A candidate's special needs requirements are determined by the SENCO. We cannot accept private reports from external agents.

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.

### 6.3 ACCESS ARRANGEMENTS

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

## **7. Managing invigilators and exam days**

### 7.1 MANAGING INVIGILATORS

External invigilators will be used for external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Department and the exams office.

DBS 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 centre administration.

### 7.2 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 invigilators.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Senior staff may be present at the start of the exam to assist with identification of candidates but must not be subject teachers for the examination.

In practical exams only, 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 24 hours after the examination took place.

## **8. Candidates, clash candidates and special consideration**

### 8.1 CANDIDATES

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return. Cirencester Kingshill's policy is that candidates must remain in the examination hall until their examination time is finished to minimise disruption.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### 8.2 CLASH CANDIDATES

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays, as per JCQ guidelines,

### 8.3 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 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.

## **9. Coursework and appeals against internal assessments**

### 9.1 COURSEWORK / CONTROLLED ASSESSMENT

Candidates who have to prepare coursework should do so by the end of the course.

Heads of Department will ensure all coursework is ready for despatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

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

## 9.2 APPEALS AGAINST INTERNAL ASSESSMENTS

The Centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing to the Head of Centre (or other nominee), by a date that will be published and that relates to the mark submission deadline, who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

### 10.1 RESULTS

Candidates will receive individual results slips on results days either in person at the centre or by email to their preferred email address(es). Any results slips not collected by 11.30am on Results Day will be sent by post, that afternoon.

Arrangements for the school to be open on results days are made by the Head of Centre and will be communicated to pupils and parents/carers by end of Term 6.

The provision of staff on results days is the responsibility of the Head of Centre and the Exams Officer.

### 10.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in the process of marking.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for an EAR at the centre's expense. The candidate consent form must be correctly completed before the Exams Officer will process the query.

When the Centre does not uphold an EAR, usually for results that are 2 or more marks from the grade boundary, 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.

### 10.3 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 reviews of marking cannot be applied for once a script has been returned.

(See also section 5: Exam fees)

## 11. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and identify themselves.

It is the candidate's responsibility to keep their exam certificates safe.

Exam boards do not offer replacement certificates, but will provide a statement of certification. It is the candidate's responsibility to contact the relevant exam board(s) and request such information. Any fee must be paid by the candidate.

The centre retains certificates for one year.