



Glebe School

Examinations Policy

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Rationale

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.
- To meet JCQ requirements for conducting exams.

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 by the Head of Centre, Senior Leadership team 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.

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 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 non exam assessment 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. All scripts to be placed in secure storage on arrival at the centre.
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access Arrangements and Reasonable Adjustments.
- Identifies and manages exam timetable clashes.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams according to JCQ requirements.
- 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.
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Heads of Department

- Provide accurate and timely information of syllabus including Board and appropriate codes.
- Confirm and monitor departmental entries.

- Inform Exam Office of any amendments and/or withdrawals in advance of the published deadlines.
- Submit candidates' non-exam assessment marks in accordance with the Glebe's Non-Examination Assessments Policy in advance of the published deadlines.
- Inform Exam Officer of any additional requirements such as alternative rooms, double desks etc;
- Liaise with Exams Officer regarding dates for practical assessments.

Teachers are responsible for:

- Providing evidence to support any access arrangement requests (as soon as possible in Year 10).
- Submission of entries via Head of Department;
- Ensuring candidates understand non-exam assessment regulations and sign a declaration that authenticates the work as their own.
- Submission of candidates' names to Exams Officer including awarding body and course codes.

The Assistant Headteacher is responsible for:

- Liaison with HOY to identify candidates requiring Access Arrangements.
- Liaison with Exam Officer with regard to access arrangements.
- Organising appropriate training for staff involved in access arrangements.

Lead invigilator/invigilator/Exams Officer are responsible for:

- Preparing the exam room according to JCQ requirements.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Two members of staff must check the details on the exam paper to ensure it is the correct paper.
- 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:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensure they conduct themselves in all exams according to JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre. The qualifications currently offered are :

- GCSE (OCR, AQA & Pearson Edexcel)
- IGCSE (Cambridge International)
- Cambridge Nationals (OCR)
- FCSE Spanish (AQA)
- BTEC (Pearson Edexcel)
- Functional Skills (Pearson Edexcel)
- Vocational Certificates (NCFE)
- Entry Pathways (WJEC)
- Unit Awards (AQA)
- Entry Level Certificate (OCR, Pearson Edexcel)
- Arts Award
- Princes Trust Certificate

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 officer must be informed by the Heads of Department. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject teachers and Head of Subject. Any decision to withdraw a candidate will be taken by the Headteacher in consultation with the Head of Year/Department.

Exam Series and Timetables

Exam Seasons

Formal internal exams and assessments are scheduled in Term 2 for Year 11.

External exams and assessments are scheduled in May and June. Functional Skills Level 1/Level 2 are offered on demand.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for external exams and ensure the school communicates this to parents. Reminders will be sent to parents/carers via the Schoolcomms messaging system.

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by subject teachers. Candidates or parents/carers cannot request a subject entry, change of level or withdrawal. The centre does not act as an exam centre for other organisations. Entry deadlines are circulated to Heads of Department via Email. Late entries are authorised by subject teachers.

Exam Fees

- All exam registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- 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.
- Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary.
- Retake fees for first and any subsequent retakes are paid by the centre.
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

Disability Discrimination Act

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

A person has a disability for the purposes of the Act 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 Act by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

All Glebe pupils have an EHC plan.

Access Arrangements

A candidate's access arrangements requirement is suggested by the subject teacher. Making access arrangements for candidates to take exams is the responsibility of both the Subject teacher, AHT and Exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Rooms for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates will be organised by the Exams Officer and AHT.

Staff Malpractice Policy

The Headteacher will take all appropriate steps to ensure prevention of malpractice and is responsible for investigating suspected malpractice. In the event of suspected malpractice, Glebe has procedures to minimise the risk of any staff malpractice relating to assessment.

The following are examples of malpractice:

- Failure to keep awarding body/organisation mark schemes secure.
- Alteration of awarding body/organisation assessment and grading criteria.
- Assisting learners in the production of work for assessment where there is disproportionate support or a member of staff has produced work for a learner.
- Producing falsified witness statements, for example to evidence criteria for which the learner has not generated evidence.
- Allowing evidence which is known by the staff member to be a result of plagiarism.
- Facilitating or allowing impersonation.
- Misusing the conditions for special requirements.
- Failing to keep learner computer records secure.
- Falsifying assessment records.
- Fraudulent certificate claims.

Any issues that are identified will be addressed through relevant development or, if more serious, through the organisation's staff disciplinary procedure.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Headteacher. See separate Exams Contingency Policy.

Estimated Grades

The subject teacher is responsible for submitting estimated grades to the Exams Officer when requested.

Managing Invigilators

Support staff are used to invigilate examinations. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration. Invigilators are trained, timetabled and briefed by the Exams Officer.

Secure Storage

All exam papers are stored according to JCQ requirements. The keys to the safe storage are kept in a coded key safe outside the secure storage. There are 2 key holders-Exams Officer and AHT.

Exam papers will be logged by office staff upon arrival. The Exams Officer will be contacted to take the papers to the secure storage. In the event of the Exams Officer being unavailable, the School Administrator and receptionist have access to the Secure store room to lock papers away . If the question packets cannot be checked immediately upon receipt, they will be locked away in the Centre's secure storage until the Exams Officer can make the necessary check, within 24 hours.

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. The Exams Officer is responsible for setting up the allocated rooms according to JCQ guidelines. The lead invigilator/Exams Officer will start all exams in accordance with JCQ guidelines.

The Exams officer will assist with identification of candidates. 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. Staff are not allowed to read candidates completed scripts.

Candidates

Candidates must follow all JCQ requirements whilst in the exam room. The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. All phones, watches and other electrical gadgets are handed over to invigilators and put into a zipped bag. The exams officer will keep these in the main school office until the end of the exam.

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. Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return. 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 identifying a member of staff to supervise pupils who have clash exams.

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 five 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 Assessments and Appeals

Internal assessment replaces the largely discontinued term coursework. It is the duty of subject teachers 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 for all internally assessed work and estimated grades are to be provided to the candidate 2 weeks before they are entered on the awarding bodies IAMS. Appeals against internal assessments must be made within seven days and before the marks are sent to the awarding body.

The process for managing appeals against internal assessments is detailed in a separate policy.

Non Exam Assessments and Appeals

Heads of Departments who have courses with non-exam assessment elements must be familiar with the Internal Moderation Policy, the Non-Exam Assessment Appeal Policy and the Management of Non-Exam Assessments Policy.

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.

Marks and appeals

Marks for all internally assessed work are provided to the exams office by the Heads of Department

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual results slips on results days by post to their home addresses. 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 candidate's written consent is required after the results are published and 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. 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. 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 posted (registered post). Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates are not withheld from candidates who owe fees. The centre retains certificates for one year.