



## **EXAMS POLICY**

### **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 (DDA), 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. Malpractice**
- 13. 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 annually.
- This exam policy will be reviewed by the head of Centre, deputy head, heads of department, senior leadership team, exams officer and the school business manager.
- It is the responsibility of all staff involved in Broughton High School's examination and assessment process to read, understand and implement this policy.
- See also other policies.

To be reviewed: November 2024



## 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*, see also section 12 of this policy.

### Exams 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.
- Manages 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.
- Checks the accuracy of earner registrations with heads of departments and candidates.
- Ensure timely and accurate certification claims and check with heads of department.
- Check received certificates prior to issue and return any exam board pro-forma.
- Investigate, if necessary, any inaccuracies, early/late or fraudulent claims with the appropriate bodies.
- Register unit certificate claims as appropriate.



#### **Deputy head Curriculum**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

#### **Heads of department**

- 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 of access arrangements (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.

#### **Invigilators**

- 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.

#### **Candidates**

- Confirmation and signing of entries. The exams officer will provide an exam timetable with a reply slip for each candidate to be signed before the deadline of entries for each exam season.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

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

- The statutory tests and qualifications offered at this centre are decided by the deputy head and the heads of subject.



- The statutory tests and qualifications offered are GCSE and BTEC, NCFE Tech Award Level 1 & 2.
- 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 the start of the school year.
- Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the SENCO, heads of subject and the deputy head.
- 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 are scheduled in December for Year 11 and will be Mock exams under exam conditions.
- Years 7 to 10 will have internal exams as appropriate to their courses from April to June. In general these will take place in the classroom during normal lesson times. Where this is undesirable the head of department will discuss with the exams officer the possibility of holding an exam for a year group in one location under exam conditions.
- External exams are scheduled in February, March and June as appropriate to the course content. The exam series used in the centre is decided by the Hoc, deputy head and the heads of department.
- Note that there will only be two seasons – November/December and June.

#### 3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

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

#### 4.1 Entries

- Candidates are selected for their exam entries by the heads of department.  
Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.  
The centre will not consider entries from external candidates.

#### 4.2 Late entries

- Entry deadlines are circulated to heads of department via email.  
Late entries are authorised by 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 within the time allowed by the awarding bodies.



## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

### **6.1 DDA**

The Disability Act 2010 extends the application of the DDA to general qualifications. 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, educational psychologist / specialist teacher.
- 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.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the educational psychologist / specialist teacher.
- 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.

## **7. Estimated grades**

The heads of department will submit estimated grades to the exams officer when requested by the exams officer.

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

### **8.1 Managing invigilators**

- External invigilators will be used for internal exams, except when in a classroom, and external exams.
- The recruitment of invigilators is the responsibility of the exams officer.
- Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the Centre administration.
- Invigilators are timetabled and briefed by the exams office.
- Invigilators rates of pay are set by the Centre administration.
- Invigilators are made aware of the school's safeguarding procedures by the Exams Officer.

### **8.2 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 invigilator.
- The Site Supervisor is responsible for setting up the allocated rooms. The exams officer will ensure that desks are spaced according to JCQ regulations.
- The Exams Officer or Learning Support Assistant (in the smaller rooms) will identify all candidates at the start of the exam using the exam room seating plan to ensure all are correctly seated. Broughton High School does not accept private candidates.



- The Exams Officer or lead Invigilator will start all exams in accordance with JCQ guidelines.
- In general teaching staff should not be present during an exam unless invited in for a specific purpose. They must not give advice to candidates on which questions to answer.
- 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.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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

### **9.1 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.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- 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.

### **9.2 Clash candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision.

### **9.3 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 final exam.

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

### **10.1 Coursework**

- Candidates who have to prepare coursework should do so by the date set by the head of department so that all necessary paper work and mark submission can be completed before the deadline set by the exam board.



- 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 heads of department.
- GCSE/BTEC work must be kept by teachers till after certificate distribution on Awards Evening.

#### 10.2 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 the possibility for candidates to 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, by the deadline set by the subject teacher to allow for the appeal to take place before marks are submitted to the exam board, to the head of centre (or other nominee) 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.

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

#### 11.1 Results

- Candidates will receive individual results slips on results days in person at the centre.
- Arrangements for the school to be open on results days are made by the head of centre. The provision of staff on results days is the responsibility of the head of centre.

#### 11.2 EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-view of marking at the centre's expense.
- When the centre does not uphold 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.

#### 11.3 ATS

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Written permission must be given by the candidate.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.



- GCSE re-views of marking cannot be applied for once a script has been returned. Exception being Pearson as scripts can be downloaded if the candidate gives written consent.  
(See also section 5: Exam fees)

## 12. Malpractice

- JCQ suspected malpractice in examinations and assessments 2023-24 can be found on the JCQ website along with forms required to be completed in the event of a report being made. The Centre will make the individual fully aware, in writing, at the earliest opportunity, of the nature of the suspected malpractice and the possible consequences should malpractice be proven. Appeals against a decision can only be made by Head of Centre on behalf of learners/staff members and from individual members of staff (in respect of a decision taken against them personally).

All staff involved have been made aware of the specific types of malpractice which may affect the *Summer 2024* series including:

- breaches of internal security;
- deception;
- improper assistance to pupils;
- failure to appropriately authenticate a pupil's work;
- over direction of pupils in preparation for common assessments;
- allegations that Centres submit grades not supported by evidence that they know to be inaccurate;
- Centres enter pupils who were not originally intending to certificate a grade in the Summer 2024 series;
- failure to engage as requested with awarding organisations during the External Quality Assurance and appeal stages.

The consequences of malpractice or maladministration as published in the JCQ guidance: JCQ Suspected Malpractice: Policies and Procedures and including the risk of a delay to pupils receiving their grades, up to, and including, removal of centre status have been outlined to all relevant staff.





### 13. Certificates

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- The centre retains certificates for one year.

Head of centre – D Botes

Exams officer – Rehana Patel

22/11/2024

Date