ST. PHILIP HOWARD
CATHOLIC VOLUNTARY ACADEMY

Saint Ralph Sherwin
Catholic Multi Academy Trust

Exams Policy

Lead	*Headteacher*
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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 3 Years.

This exam policy will be reviewed by the head of centre, senior leadership team, exams officer and the governors.

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*.

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

- line manages the exam invigilators including the organisation, 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 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/remark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Deputy Head

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

Heads of Department

- Disapply pupils where appropriate
- 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.

Member of Staff In Charge of Careers

- Guidance and careers information.

Teachers

- Notification of access requirements (as soon as possible after the start of the course).

Submission of candidates' names to Heads of Department and Exams Officer.

SENCo

- Administration of access arrangements.
- Identification and testing of candidates to determine requirements for access arrangements.
- Provision of additional support — with 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.
- Collection of all exam papers in the correct order at the end of the exam and 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.

2 . The qualifications offered

The qualifications offered at this centre are decided by the head of centre, deputy head and the senior leadership team.

The qualifications offered are GCSE and Entry Level, BTEC, iGCSE, ASDAN qualifications and AIM Awards.

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 at the start of the next academic year.

Decisions on whether a candidate should not take an individual subject, will be taken in consultation with the candidates' parents/carers, SENCO, Heads of subject and the Head / Deputy Head.

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 are scheduled in November and March.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, heads of department and the senior leadership team.

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, may request a subject entry, change of level or withdrawal, after consultation with Head of Dept.
The centre accepts external entries from former candidates and known students only.

4.2 Late entries

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

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 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.

Former candidates who re-sit examinations will be required to pay entry fees at the time of entry. Administration costs will be met be the school.

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

6.1 DDA

The Disability Discrimination Act 2005 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. (see separate Disability Equality Policy)

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO, doctor and 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 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 . Estimated Grades

Estimated grades

The Heads of Department will submit estimated grades to the Exams Officer when requested.

8 . Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for certain internal exams and external exams.

The recruitment of invigilators is the responsibility of the centre administration.

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 centre administration.

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.

Site management is responsible for setting up the allocated rooms.

The lead 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 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 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 and behaviour are applicable. NO mobile phones or electronic devices are allowed into the exam hall. These will be collected by an invigilator prior to entry to the hall and held in the 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.

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.

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 stays.

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 exam.

10. Controlled Assessment and appeals against internal assessments

10.1 Controlled Assessment

Heads of department will ensure all controlled assessments are completed as required and at the correct time.
The exams office will facilitate the submission of marks to awarding bodies as appropriate

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

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 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 by 30 June 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 either in person at the centre or by post to their home addresses (candidates to provide sae).

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-mark 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 Access to scripts

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.

(See also section 5: Exam fees)

12 . 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.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for three years.