



**THE BUSHEY
ACADEMY**
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S20 EXAMINATIONS POLICY

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Review by Full Governing Body:	June 2017
Responsible:	The Principal

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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 annually.

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 exams 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 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 the Joint Council for Qualifications (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 exams*
- Identifies and manages exam timetable clashes
- Line manages the exam invigilators and organizes the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks dispatch 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.

Subject Leaders

- 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.

Data Manager

- 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.
- Ensure that software and hardware is suitable and ready for online testing
- Ensure MIS software is updated to bring in results
- Is available in person on exams results download days.

Network Manager:

- Ensure that word processors and printing facilities are set up for access arrangements students during the exam sessions. The SEN department will inform of requirements in advance of the exams.
- Ensure that software and hardware is suitable and ready for online testing.
- Ensure that a member of the ICT team is available on exams results download days

Department SENDCO

- Administration of access arrangements
- Identification and testing of candidates, requirements for access arrangements.
- Notify the exams department of any students requiring arrangements in exams.
- Ensure that the Exams Officer is aware of the arrangements for candidates for extra time and bi-lingual dictionaries. To be responsible for providing the Exams Officer with clean dictionaries prior to the exam season, named for each candidate.
- Ensure that the teaching assistants attach the relevant cover sheets and approval notices to the exam papers securely.
- Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — helping candidates achieve their course aims.

Lead invigilator/invigilators

- Collect exam papers and other material from the exams office before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam.
- Marking of attendance sheets and seating plans.
- Ensure JCQ and Cambridge International Examinations (CIE) rules are adhered to during exams.

Candidates

- Confirmation and signing of entries.
- 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 SLT.

A range of statutory tests and qualifications are offered.

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 July of that year.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken by the Principal in consultation with the candidates, parents/carers and the subject leaders.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November, January, March, May and June.

All centre assessed exam elements are held under external exam conditions.

Which exam series are used in the centre is decided by the heads of subject and, where appropriate SLT.

3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams to parents/carers by post and internally to students.

4. Entries, entry details and late entries

4.1 Entries

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

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal. The final decision will be taken by the Principal.

The centre does not accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to heads of department via email, bulletin and briefing.

5. Exam fees

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

All re-sit fees will be paid directly to the Finance Office. Re-sit fees will normally be paid by the candidate.

Late entry or amendment fees are paid by the department.

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 Equality Act 2010 special needs and access arrangements

6.1 Equality Act 2010

The Disability Discrimination Act 2005 (now consolidated into the Equality Act 2010) extended 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 Additional Needs

A candidate's additional needs requirements are determined by the SENDCO.

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam and will ensure that these arrangements are in place.

6.3 Access Arrangements

Access Arrangements for candidates to take exams are the responsibility of the SENDCO. Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENDCO. Rooming for access arrangement candidates will be arranged by the exams officer in consultation with the SENDCO.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Exams Officer.

6.4 Special Needs Exam Policy

Staff in departments should inform the SENDCO of special needs pupils who are embarking on a course leading to an examination, and the date of that exam.

The SENDCO can then inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam.

In the case of pupils with specific learning difficulties/visual impairment or certain other medical conditions, these can be any or all of the following:

- Extra time for coursework and exams
- Rest periods
- A reader
- A scribe
- Enlargements/models
- Practical assistant
- A prompter
- Separate room/invigilator
- Use of word processing/printing facility

Special arrangements can also be made for pupils to take their exams outside school e.g. phobic pupils, M.E. sufferers. In these cases invigilation/examination rules must still be adhered to.

The SENDCO will inform the Exams Officer, who will communicate with the exam boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark. A separate room and invigilator are required for students requiring a reader or scribe. A separate room and printer is required for students sitting CIE exams who required a word processor.

It is preferable that the reader/scribe should be a person within the learning support department who is familiar with and has had practice with the pupil taking the examination. It is important if for example the pupil and reader or scribe have worked together in similar situations such as internal tests/ exams. It is the duty of learning support to ensure that no unauthorised help is given to these pupils.

The SENDCO, in consultation with the Exams Officer will complete the special arrangements request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the exam boards on the stipulated dates. Boards have a timetable of dates for the ordering of modified/-enlarged papers for NCTs and GCSEs which must be complied with.

The early opening and checking of special needs candidates' papers should be conducted in the presence of the Exam Officer only with the permission of the exam board, at an agreed time and any further enlargements/modifications completed by the designated person in good time for the start of the exam. In cases where extra time has been granted and the examination finishes after school hours, the candidate's papers will be given to the exam officer and locked away.

The necessary re-scheduling of internal and external exams for special needs pupils will be co-ordinated with the exam officer e.g. pupils who have extra time cannot fit two exams in one day.

Candidates with visual impairments may be granted an early start to exams to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same exam.

Candidates with extra help/time for coursework must ensure that it is all their own work. It is the responsibility of learning support to ensure that all work is original.

7. Estimated grades

The Subject Leader will submit estimated grades to the Exams Officer by the deadline published by the Exams Officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

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

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service checks (DBS) (formerly Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

DBS 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.

Facilities management is responsible for setting up the allocated rooms in accordance with JCQ and CIE regulations.

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

A senior member of 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 Subject Leaders 24 hours after the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if asked to by the Exam Officer.

8.3 Internal exams

The exams officer will be responsible for the overview of the organisation of accommodation for these exams.

Each department will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject.

Departments must ensure that they are represented at the start of each exam.

Staff who are invigilating should help with the collection of exam papers. If an internal exam has to be finished during lunch or after school, it is the responsibility of the department concerned to invigilate.

- The exact nature of summative assessment in each subject will be determined ultimately by the Subject Leader within the rationale and purposes of this policy and other related policies
- The Exams Officer will co-ordinate internal exams and their administration
- The cost of internal exam papers is the responsibility of subject areas

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.

9.2 Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts and identifying a secure venue.

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. Non-examination Assessments and appeals against

assessments 10.1 Coursework

Candidates who have to prepare coursework should do so by the department deadlines. Subject Leaders 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 Leader.

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.

Arrangements for the school to be open on results days are made by SLT and the Exams Officer. SLT will analyse results and organize support provided for students.

The provision of staff on results days is the responsibility of the exams officer.

11.2 EARs (Enquiries about Results)

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 ATS (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 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 five years.

13. Identifying Candidates

A senior member of staff will call pupils into lines before entering the exam hall, using the seating plan provided to them by the exams officer. Once in the exam hall, all students will have a desk card containing: their picture, name, candidate number, date of birth and centre number for further identification purposes.

APPENDIX A

Examinations Emergency Evacuation Procedure 2016/17

In the event of an emergency evacuation of an exams room for events such as:

Fire/Fire alarm

Bomb alert

Any other emergency which requires an evacuation of an exams room

Invigilators at The Bushey Academy have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present) and seating plans.
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at The Bushey Academy during exams the instruction is:
Invigilators should await instructions from the H&S Officer, a member of SLT or the Examinations Officer whether the exam room(s) should be evacuated.

4. Advise candidates to leave all question papers and scripts in the examination room. Bags should be left in the drop off location.
 - a. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
 - b. All doors to the exam rooms should be locked and secured.
5. Inform candidates they must leave the room in silence. Exam conditions should be maintained at all times.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
 - a. One invigilator should escort and supervise up to 30 candidates.
 - b. Candidates who use wheelchairs who are taking examinations on the first or second floor will be transferred to an Evac Chair by the Fire Marshall with

- responsibilities for that area, with assistance from an invigilator or teaching assistant and then taken down the stairs and out through the nearest fire exit.
- c. Candidates with hearing or sight impairment will be assisted by an invigilator or teaching assistant and escorted to the appropriate assembly point.
7. When instructed, supervise the return of candidates to the exam room.
 8. Make a note of the time of the interruption on the seating plan and how long it lasted.
 9. Allow the candidates the full working time set for the examination.
 10. Make notes of the incident to enable the Examinations Officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit
2. Candidates in The Grand Hall and The Cloister Hall must be escorted to the assembly point in the Falconer Road Car Park. Candidates sitting examinations in classrooms should be evacuated to the MUGA assembly point.
3. The Assistant Principal: Achievement and Progress will come to the Falconer Road Car Park assembly point. If they are absent another member of SLT will attend in their place.
4. On returning to the exam room allow candidates time to settle down, reminding them that they are still under exam conditions
5. Restart the exam and allow candidates the full working time set for the examination
 - a. It should be ensured that candidates with Extra Time are allowed their full time also
 - b. For morning examinations, the Examinations Officer will inform SLT if the examination finish time will affect the start time of the afternoon examinations
 - c. For afternoon examinations, the Examinations Officer will inform SLT if the examination finish time will affect students being able to catch the school buses home
 - d. In the case of a later finish the Examinations Officer will inform Student Services to contact parents
6. Make relevant changes to the displayed finish time
7. All information regarding the evacuation must be recorded on the exam room incident log

8. The Examinations Officer will make a full report of the incident and the action taken and send it to the relevant awarding body/ bodies.