

EXAMINATION POLICY 2020 - 2021

Executive Summary:

- Updated with 2020-2021 JCQ information
- Updated reference to small schools

Reviewed by: Mike Lyons – Assistant Headteacher

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Examination Policy

1. Academy Aims and Purpose of the policy

The purpose of this policy is to ensure that:

- The planning, administration and management of examinations and external assessment processes are conducted in the best interests of students;
- All examinations and external assessment processes are conducted in line with national and examining body regulations;
- All those involved in all aspects of examinations and external assessment processes are familiar with their roles and responsibilities.

2. Exam responsibilities

Headteacher:

Overall responsibility for the Academy as an effective examination centre.

Assistant Headteacher Data and Assessment:

Responsible for the effective provision of all internal and external assessments:

- Ensure that all examinations and external assessment processes are conducted in accordance with national and awarding body regulations.
- Ensure that all of the academy's students are provided with the opportunity to undertake all external assessments in an organised, well controlled and supportive environment, enabling them to achieve their potential.
- Ensure that students, parents/carers, teachers and all relevant parties are aware in good time of key dates and details regarding all course entries and external examinations.
- Oversee all results analysis:
 - direct and advise on all subject examinations analysis reports;
 - produce detailed analyses of the Academy's results for all key national measures, identify the performance of students from all relevant sub-groups and summarise all curriculum area reports.
- Oversee the dissemination, publication and celebration of results.
- Liaise with the Headteacher regarding the reporting of performance with the media.

Examinations Officer:

Manage the administration of public and internal examinations, coursework and controlled assessments.

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice in Examinations and Assessments
 - Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative
- procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and
- keeps a record of the content of training provided to invigilators for the required period
- Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of
- interest involving candidates and relevant members of centre staff before the published deadline for entries

- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential
- exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

Curriculum Leaders/Assistant Curriculum Leaders

To ensure that all relevant students for whom they are responsible are given the best opportunity possible to achieve in the relevant subject.

Teachers:

Submission of students' names for entries, amendments, coursework and controlled assessment to CL/ACLs in line with academy and exam board timelines.

Invigilators:

Oversee actual examinations, in line with national and examination body regulations.

SEND Manager:

Implement SEND policy and ensure Special needs and access arrangements are in accordance with legislation as detailed below in Para 3

Students:

Read, understand and comply with all examination regulations,

3. Special needs and access arrangements

The Equality Act (2010) and Disability Discrimination Act (2005)

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the specialist teacher, designated by the SEN Manager in liaison with the SENDco following the SEND Code of Practice (2015)

Access arrangements

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations' Officer.
- Locations for access arrangement candidates will be arranged by the Examinations Officer.
- Invigilation for access arrangement candidates will be organised by the Examinations Officer.
- Making special arrangements and arranging support for candidates to take examinations is the responsibility of the SEN Manager.

4. Entries, entry details and late entries

Entries

- CL/ACLs and subject teachers select students for examination entries.
- Students or families can request a subject entry, change of tier or withdrawal.
- Entry deadlines are circulated to CL/ACLs via email.
- Late entries need to be authorised by the Assistant Headteacher responsible for examinations.

Examination fees

- The Academy will pay all normal examination fees on behalf of students for the first sitting of an examination.
- The student/family would pay for any subsequent sitting of an examination under normal conditions unless the parent/carer is in receipt of Pupil Premium or the student is resitting English and/or maths as part of their sixth form curriculum, in which case the academy will cover all costs.

- Late entry or amendment fees are paid by the Academy, individual subjects or students/families, according to who is responsible for the late action.
- Normally, students' families will be responsible for the payment of re-sit entries, but in some cases the Academy will cover these entries as well.
- Candidates or subjects will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made the internal submission deadline set by the Examinations Officer.

5. Regulations, clash students and special consideration

Regulations

- The Academy's published rules on acceptable dress, behaviour and students' use of mobile phones and all electronic devices able to access the Internet apply at all times.
- Students' personal belongings remain their own responsibility and the Academy accepts no liability for their loss or damage.
- Disruptive students are dealt with in accordance with JCQ guidelines. Students may temporarily leave the examination room for a genuine purpose, in which case a member of staff must accompany them.
- The examinations team/School Coordinator will attempt to contact any student or the family of those who are not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Students

- The Examinations Officer will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays (if necessary) for any student who faces an examination clash on their timetable.

Special consideration

- Should a student be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the student/family's responsibility to alert the Academy, the Examinations Officer, or the examination invigilator, to that effect.
- The student must support any special consideration claim with appropriate evidence within three days of the examination; for example, a letter from the student's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

6. Non-examined assessments, coursework and appeals against internal assessments

Non-examined Assessments

Controlled assessments are the responsibility of CL/ACLs:

- All non-examined assessments should be run in line with the relevant awarding body's regulations.
- The Assistant Headteacher responsible for examinations and Examinations Officer should be informed of the running of all controlled assessments at least two weeks prior to their commencement; this information should be published in the academy calendar and weekly staff bulletin.
- CL/ACLs will ensure that the Examinations Officer and the SEND Manager are informed of all students requiring special consideration or access arrangements for their controlled assessments at least two weeks prior to their commencement.
- CL/ACLs will complete and pass relevant mark sheets and samples to the Examinations Officer.
- The Examinations Officer will dispatch mark sheets, controlled assessment samples and keep a record of what has been sent when and to whom.
- CL/ACLs provide the Examinations Officer with marks for all internally assessed work and estimated grades

Appeals against internal assessments

The Academy is obliged to publish a separate procedure on this subject, which is available from the Examinations Officer. 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.
- Students 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 Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Headteacher's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

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

Results

- Students will receive individual results slips on results days either in person at the centre or by post to their home address if the student or their representative is unable to get to the academy on results day.
- The Examinations Officer makes arrangements for the Academy to be open on results days.
- The provision of staff on results days is the responsibility of the Examinations Officer.

EARs

- EARs may be requested by Academy staff or students if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Examinations Officer, teaching staff and Assistant Headteacher responsible for examinations will investigate the feasibility of asking for a re-mark at the Academy's expense.
- When the centre does not uphold an EAR, a student may apply to have an enquiry carried out but they will be charged.
- The consent of students must be obtained for all EARs

ATS

- After the release of results, students may ask subject staff to request the return of papers within three days' scrutiny of the results.
- Academy staff may also request scripts for investigation or for teaching purposes. The consent of students must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.
- GCE re-marks can be applied for once a photocopied script only has been returned, but cannot be applied for once the original script has been returned. (Photocopy scripts are available for GCEs only within one week of result publication date).

8. Certificates

- Certificates are presented in person.
- Certificates may be collected on behalf of a student by a third party, provided they have written authority to do so.
- Replacement Certificated Statements of Results are only issued by the exam boards and contact has to be made directly with them, the academy will help in facilitating any reasonable request regarding the reissuing of certificates.

9. Associated Procedures

- Access arrangement procedures
- Controlled assessment procedures
- Controlled assessment risk assessment

- Emergency contingency plan
- Internal appeals procedures
- Use of word processor in examinations procedures
- JCQ Appeals booklet 2020-2021
- JCQ ICE 2020-2021
- SEND Examinations Disability Plan
- SEND Access Arrangements