

# Moat Community College

## Examination Policy

(in accordance with JCQ rules and regulations)

### **Rationale**

#### **The purpose of this Examination Policy is:**

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates and in line with the requirements of the examination boards.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- To provide a contingency plan for exam days.

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 Examinations Officer and Assistant Principal ic Exams

## 1. Exam responsibilities

The Examinations Officer acting on behalf of the Head of Centre (the Principal) has overall responsibility for the school as an exam centre. The Examinations Officer:-

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.)

### Examinations 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 (including the mock examinations timetable) and application procedures as set by the various exam boards
- oversees the production of and distribution to staff and candidates an annual calendar for all exams including the mock 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 relevant JCQ documentation
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- supports the College Administrator in recruiting a Lead Exam Invigilator and organises training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 Assistant Principal and Subject Leaders, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

### Data & Assessment Office Administrator

- prepares and presents reports to the SLT and Subject Leaders showing results achieved in relation to expected grades and comparable data for previous years.
- works with SLT on analysis of data from examinations
- assists and stands in for examinations officer during absence

## **Subject Leaders**

- provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- have involvement in post-results procedures.
- provide accurately compiled coursework mark sheets and declaration sheets.
- accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations Officer.

## **Student Development Officer**

- provides guidance and careers information.

## **Teachers**

- are notified of access arrangements by the examinations officer (as soon as possible after the start of the course).
- submit candidates' names to subject leaders in the form of completed OMRs or signed 'entry listing' paperwork confirming exam entries.

## **SENCO**

- organises testing of students for access arrangements.
- provides additional support — with spelling, reading, mathematics, dyslexia or essential skills, visual/hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

## **Lead Invigilator/invigilators**

- collect exam papers and other material from the Examinations Officer before the start of the exam.
- maintain and support exam regulations during all exams both proactively and using initiative.
- collect all exam papers in the correct order at the end of the exam and return them to the Exams Office.

## **Candidates**

- understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- check statement of entry and report any discrepancies to the Subject Leader and/or the Examinations Officer.
- adhere to the exam regulations as set out by JCQ during all exams.
- wear uniform to all exams.

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

The tests and qualifications offered at this centre are decided by the Subject Leaders in consultation with the SLT.

Moat Community College offers on-demand, GCSE, Entry Level, BTEC, Diploma, OCR National, EDCL, ALAN, ASSET and Functional Skills tests and qualifications for 2015-2016.

The qualifications offered 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 Examinations Officer must be informed within the first two weeks of the academic year.

Decisions as to whether a candidate should take an individual subject or not will be taken in consultation with the subject Leaders and the KS4 Vice-Principal, on the basis of a wide range of available evidence.

At the appropriate time in their academic career at Moat Community College, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body subject to performance.

## **3. Exam seasons and timetables**

### **3.1 Exam seasons**

Mock Examinations are scheduled for December.

Internal examinations are scheduled for May and June.

External examinations are scheduled in May and June.

Internal examinations are not held under external exam conditions.

### **3.2 Timetables**

Once finalised, the Examinations Officer will circulate exam timetables for internal and external exams. The final summer examinations timetable will be issued by the middle of April (subject to when Easter falls) and the mock examination timetable will be issued by the middle of November.

### **3.3 Controlled Assessment (JCQ Regulations)**

When clarified arrangements and regulations are released by JCQ in conjunction with the examination bodies they will be appended to this policy.

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

### **4.1 Entries**

Candidates are selected for their exam entries by their subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal to be considered by the relevant KS Vice-Principal.

The centre does not currently accept entries from external candidates.

### **4.2 Late entries**

Entry deadlines are circulated to heads of subject leaders via email and pigeon holes.

Late entries are subject to authorisation by the Vice-Principal, Subject Leaders and the Examinations 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.

If, however, late entries are made, then the Examinations Officer reserves the right to pass on any late charges to the department concerned.

## **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.

### **6.2 Special needs**

A candidate's special needs requirements are determined by the SENCO.

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 Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer in consultation with the SEN department and the Vice-Principal for KS3/4.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer in consultation with the SEN department and the Vice-Principal for KS3/4.

## **7. Estimated grades**

### **Estimated grades**

The Subject Leaders will submit estimated grades to the Examinations Officer when requested by the Examinations Officer.

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

### **8.1 Managing invigilators**

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

The recruitment of invigilators is the responsibility of the college administrator and is undertaken to meet the needs identified by the Examinations Officer.

Securing the necessary clearance(DBS) for new invigilators is the responsibility of the College Administrator.

Fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer and Assistant Principal.

Invigilators' rates of pay are set by the centre administration.

### **8.2 Exam days**

The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

Site management is responsible for setting up the allocated rooms after consultation with the Examinations Officer under the direction of the Assistant Principal.

The Lead Invigilator and/or Assistant Principal 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 removed from the exam room before the end of a session. Papers will be available for Subject Leaders to collect 24 hours after the end of the exam session.

A relevant subject teacher/leader may be available to read out and clarify any subject-specific instructions and start the exam, if required.

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

### **9.1 Candidates**

The college's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. These rules will be shared with candidates in assemblies and be distributed to each candidate through tutors.

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 an invigilator must accompany them.

The Examinations 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 Examinations 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 be otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations 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 Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **10. Appeals against internal assessments**

### **10.1 Controlled Assessments**

Candidates who have to prepare controlled assessments should do so by the deadline provided by the examination board.

Subject Leaders will ensure all work is ready for despatch at the correct time. The Examinations 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 teachers and Subject Leaders by completing the awarding body forecast grade forms.

### **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the Examinations Office and published in the student examination booklet.

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 work 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 Examinations 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 Key Stage 4 Vice-Principal and the Principal. See Appendix 'Arrangements for Results Day' (available Autumn 2009).

The provision of administrative staff on results days is the responsibility of the Business Administrator.

### **11.2 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 Examinations Officer, teaching staff, Assistant Principal/Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense. The consent of candidates must be obtained.

When the board 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.

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 one year. After this time candidates must contact the board directly.

**Date Jan 2016**

**Responsibility for Review: Assistant Principal in charge of exams/Examinations Officer**

## Examinations Procedure

Date	Examination Officer	Subjects Leaders
Before start of academic year		Any changes to current examinations e.g. methods of assessment, examination board or form of qualification need to be fully researched by the department. The exams officer and Assistant Principal should be notified. Training may also be required for new or changed exams.
September 1 <sup>st</sup> & 2 <sup>nd</sup> week	Issue 'Intention to Offer forms'. Meet SENCo re access arrangements for the forthcoming year. Liaise with senior leaders and PE regarding the anticipated use of the sports hall for the year	Complete 'Intention to Offer forms' detailing all exams being offered to students for the coming year. All components/units for each syllabus should be listed and then returned to the Examinations Officer within the specified time. Make sure the learning support department are aware of exams being offered and the dates.
Late September 3 <sup>rd</sup> & 4 <sup>th</sup> week	Receive the 'Intention to offer' forms back from departments and make estimated entries	
October		Give Mock exam timetable <b>requests</b> to Examinations Officer by the end of October.
November	Any correspondence with the Exam Boards should <b>ONLY</b> be done through the Exams Officer if it involves examination entries. Issue Mock exam timetable to Subject Leaders for approval by mid November. Issue final Mock timetable to all staff by the end November	View Mock exam draft, make further request or approve within the time specified by the Examinations Officer.
December		Agree tier changes or withdrawals from January exams with the KS4 Vice principal and inform the Exams Officer. Make sure students know the details of the January examination.
January	Modified papers must be ordered by the end of the	Make sure the Exams Officer is aware of all students who

	month for the Summer examination series.	require modified papers for the summer series.
February	Make sure all OMRs (exam entries for each student per subject) are back in for 2 <sup>nd</sup> week in February – check them and send confirmation by EDI to the examination boards.	
March	Send out 'entry listings' to Subject leader for confirmation Check the signed 'entry listing' received back from Subject leader and make amendments where indicated. Send out letters to parents with statement of entry attached	Return 'entry listings' back to the Exams Officer within the specified time  Make sure that any tier changes or withdrawals are made before the 20 <sup>th</sup> March (after this date any changes are chargeable)
April	Organise seating plans for 'Summer Series' and liaise with HR re invigilators & the SEN department for readers/scribes. Check to see if live speakers are required for listening language exams. Organise examination booklet for students	MFL to organise Oral language exam schedule and give to the Exams Officer and HR

May	<p>Ensure all rooms are booked, the premises officers are aware of when and how many exams tables &amp; chairs are required. Make sure the KS4 Vice Principal knows when exams are.</p> <p>Issue the latest statement of entry to students before they go on study leave</p>	<p>Any last minute changes to entries to be made through the exams office.</p> <p>Notify the exams officer any discrepancies during the exams.</p> <p>Subject Leaders are only allowed in the exams for the first 5 minutes of any exam to check the paper, <b>NO Exam paper should be taken out of the exam room</b> by the Subject Leader. Only the invigilators are to go to a student to answer questions – NOT the Subject Leader.</p>
June		<p>Notify the Exams Officer of any discrepancies during the exams.</p> <p>Subject Leaders are only allowed in the exams for the first 5 minutes of any exam to check the paper, <b>NO Exam paper should be taken out of the exam room</b> by the Subject Leader. Only the invigilators' are to go to a student to answer questions – NOT the Subject Leader.</p>
July	<p>Attend examination review meeting chaired by the Assistant Principal.</p>	<p>Notify the Examinations Officer if intending to change to another exam board.</p>
August	<p>Download results 3<sup>rd</sup> week in August for issue to students and departments. Organise the delivery of results on results day – accounting for year10 as well.</p>	

## Examinations - quick reference guide.

<b>When</b>	<b>Who</b>	<b>What</b>
September	S.L.	Notify examinations officer of possible syllabus changes for the forthcoming academic year.
	E.O	Receive intention to offer forms – complete and return to the exams officer within the specified time. Inform the SEN department of which exams are to be offered and the year group.
October		
November.		
December		
January	S.L.	Complete the OMRs and return to the exams officer within the specified time. Inform exams officer of any student entered for an exam in the summer series who will need modified papers.
February officer.	E.O.	Check that the OMRs have been sent back to the exams
March	S.L.	Return 'exam entry listings' to the exams officer within the specified time.
	March.	Tier changes / withdrawals must be made before the 20 <sup>th</sup>
		Modern Foreign Language department to advise Examinations Officer of the oral language schedule.
April	E.O.	Publish exam timetable
May	S.L.	last opportunity to make only essential/urgent changes to exam entries through the Examinations Officer as approved by the KS4 Vice Principal.
June		Exams

S. L. = Subject Leader

E. O. = Examinations Officer

## Exam day contingency plan

- In the event of an emergency at the college, the principal along with SLT will make the decision as to whether or not an exam will take place, if the exam has to be cancelled a notice will issued to students via the school website.
- If due to bad weather invigilators are not able to get in to college then staff at the college can act as invigilators in order for the exam to continue – if this were to be the case the ratio is 1 invigilator to 30 students, where students require a reader the ratio is 1 reader to 4 students, if not enough staff are available to run the exam then it has to be cancelled.

### In the event of the exams officer being absent

- Keys to exam room are in top drawer with a key ring that says Sam on it. All the keys you need are on this key ring.
- Go to exam room and get exam trolley
- After identifying which exam it is locate the correct drawer in exam room. A list of exams will be on the wall in the exam room.
- Make sure you take out the right exam papers – double check the date and component code
- Keep exam papers secure at all times – never leave them alone!! But you can leave them with an invigilator.
- You will find an exam room plan at the front in the top drawer of the 3 drawer filing cabinet located in my office, the folders is identified by the name of imminent exams – room plans along with guidelines regarding the ratio of invigilators to students.
- In the top drawer you will also find the attendance registers and any labels required in the individual exam folders; English, maths, applied art etc.,
- Bags for posting off the exam papers are to be found in the metal filing cabinet in the first aid room – this is not locked.
- The lead invigilator should know what to do in the exam room – give them the exam plan and any student ID labels and they will sort that out.
- On the front of any exam paper it will tell you how long the exam is and what equipment the student is permitted.
- On any exam plan it will identify which students have extra time and readers, students with other exam concessions may be seated in other rooms.
- Students late to an exam cannot enter the exam room if they are more than 30 minutes late and students that have finished their papers early may not leave until 1 hour has passed ( if the exam is more than an hour long).
- In ANY exam room please make sure that the 3 JCQ notices are displayed (these can be found in the exam trolley) both inside and outside the room, a clock should also be visible and the centre number **25124** should be displayed for all students to see.
- As the exam starts write down the start time and the expected finish time again for all students to see.