



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

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# Exams Policy

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	Position/Committee	Date
Prepared by	Exams Manager	Oct 2022
To be Reviewed	Annually	Oct 2023

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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.

The nominated member of the senior leadership team and the exams manager will review this exam policy.

## 1. Exam responsibilities

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres \(GR\)](#)
  - [Instructions for Conducting Examinations \(ICE\)](#)
  - [Access Arrangements and Reasonable Adjustments \(AA\)](#)
  - [Suspected Malpractice - Policies and Procedures \(SM\)](#)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and or practical assessments.
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components

- Enables the relevant senior leader(s), the examinations officer (EO) and the ALS lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities .
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system
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#### **Internal governance arrangements**

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent

- In the event of any absence the following escalation process will be implemented:

Exams Manager (*Jan Stewart*) -> SLT Exams Responsibility (*Jason Breen*) assisted by SEN Exams Co-Ordinator (*Sorana Matei*) -> LT Exams Responsibility (*Gemma Cloughton*) -> Trust Overall Exams -> *Mark Rignall*

- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

#### **Delivery of qualifications**

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned

#### **Exams Manager**

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

- In conjunction with the data manager, the exams manager provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Ensures the SEN team administer access arrangements applications.
- Make 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. Ensuring JCQ guidelines are followed.
- Accounts for income and expenditures relating to all exam costs/charges. Provide regular updates to finance on the current budget situation.
- Line manages all invigilators, organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Oversees the submission of candidates' coursework marks, this task is currently undertaken by teachers but the exams manager should ensure deadlines are met.
- Tracks dispatch of coursework and any other material required by the appropriate awarding bodies correctly and on schedule. When coursework is returned ensure that it is stored securely and notify teachers to arrange collection and store securely within their department.
- 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.
- 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

#### **Deputy Head / Assistant Headteacher**

- 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 Manager.

#### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

#### **ALS Lead/ SENCo**

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate

- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required
- Applies for approval through Access arrangements online (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments

### **Lead invigilator/invigilators**

- Arrive promptly for all examinations.
- Ensure JCQ regulations are followed at all times.
- 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.
- Lead only - Start and end examinations in the sports hall where necessary in accordance with JCQ regulations.
- Lead only - Ensure all invigilators under their supervision are carrying out their roles according to JCQ guidelines.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Follow JCQ rules and regulations.

### **Administrative staff**

- Support for the input of data.
- Posting of coursework.
- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

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

The statutory tests and qualifications offered at this centre are decided by the senior leadership team.

The statutory tests and qualifications offered are GCSE, A levels, BTEC and Functional skills.

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 each September.

#### **At Key Stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### **At Post-16**

It is expected that AS modules will be completed during year 12 (See further information in Section 5) and A2 in year 13.

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

#### **3.1 Exam seasons**

Internal exams are scheduled in January. May/June

External exams are scheduled in November and May/June.

All internal exams are held under external exam conditions.

#### **3.2 Timetables**

The exams manager will circulate the exam timetables for both external and internal exams as early as possible following confirmation of timetables from awarding organisations.

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

#### **4.1 Entries**

Candidates are selected for their exam entries by the heads of department, the deputy head, Head of sixth form and Heads of subject will also offer support in this process.

A candidate or parent/guardian/carers can request a subject entry, change of level or withdrawal. However, this should be confirmed by the Head of Department and written notification of the change needs to come from the Head of Department.

The centre accepts external entries only if their candidate name can be verified against suitable identification such as a birth certificate, passport or driver's licence including a photo-ID.

As part of the data collection within the centre the candidates legal name rather than a 'known as' name is verified. This will help to prevent issues at a later date when the candidate may need to verify that he/she is the person named on the certificate

Verify the identity of all students sitting examinations or assessments through a verification process which involves photo-ID on the candidate card.

#### 4.2 Late entries

Entry deadlines are circulated to heads of department via email and the intranet as early as possible.

Late entries are authorised by heads of subject, heads of department and assistant / deputy head. This charge will then be incurred by the relevant department.

#### 4.3 Retakes

Candidates are allowed retakes per subject at GCSE, at their own expense.

Candidates are allowed retakes per subject at AS, at their own expense.

Candidates are allowed retakes per subject in A2, at their own expense.

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, assistant / deputy head and the heads of subject.

(See also section 5: Exam fees)

Students should sign the relevant form to say they are wanting to re-sit and pay for the relevant examination.

### 5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry fees are paid for by the centre for any legacy qualifications and for one qualification which isn't been carried forward to A2 level. Any further examinations are paid for by the parent/carer.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the candidates. (except in exceptional circumstances)

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.

Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/guardians/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes are paid by the candidates.

(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result unless otherwise agreed by the centre.

(See also section 10.2: Enquiries about results [EARs])



## **6 Access arrangements**

### **6.1 Equality Act 2010**

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

### **6.2 Special Educational Needs**

A candidate's special needs requirements are determined by the SENCO, doctor, educational psychologist / specialist teacher and the Exams Manager.

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 may 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 manager. The specialist assessor qualifications will be checked by HR and the correct administration of assessment process by the SENCO

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SEN team.

Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the help of the exams manager.

Please also refer to the Exam Access Arrangements & Reasonable Adjustments Protocol.

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

### **7.1 Managing invigilators**

External invigilators will be used for exam supervision.  
They will be used for all external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR department.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the exams office.

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

### **7.2 Exam days**

The exams office 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 invigilator/a member of the exams team will start all exams in accordance with JCQ guidelines.

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 distributed to heads of department/faculty at the end of the exam session.

## **8. Candidates, Identifying candidates, clash candidates and special consideration**

### **8.1 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 manager 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.

### **8.2 Identifying candidates**

Candidates will be identified by photo ID cards placed on each exam desk. Invigilators will ensure prior to the exam starting that the correct candidate is sat in the correct seat by walking up and down their designated rows. External candidates will be identified by photographic documentary evidence to prove that he/she is the same person who entered/registered for the exam. This will be shown to the Exams Manager in reception who will then escort the student to the exam room.

### **8.3 Clash candidates**

The exams manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Candidates will be contacted via email if they have a clash. The email will contain all information required for them to make plans for their examinations.

### **8.4 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

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

### **9.1 Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework is ready for dispatch at the correct time and Finance will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are submitted online by Heads of Department. The exams office will ensure that deadline are met.

### **9.2 Appeals against internal assessments (See Appeals Policy)**

## **10. Results, enquiries about results (RORs), appeals and access to scripts (ATS)**

### **10.1 Results**

Candidates will receive individual results slips on results days in person at the centre. On written request, by post to their home addresses (candidates to provide s.a.e.) or by e-mail (only in exceptional circumstances).

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 exams manager.

### **10.2 RORs**

Review of Result may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates need to agree to a Review of Marking and should complete the relevant paperwork.

### **10.3 ATS**

After the release of results, candidates may ask subject staff to request the return of papers.

If a result is queried, the teaching staff and head of centre will investigate the feasibility of asking for a review of marking at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes.

The consent of candidates must be obtained for all Access to Script requests via the ROR form.

Reviews of marking can't be applied for once an original script has been returned.

### **10.4 Appeals**

Appeals can be made by the school to the awarding body if we have received the outcome of a review of marking or moderation review.

Appeals should focus on whether an awarding body has:

- a) used procedures that were consistent with regulatory requirements
- b) applied its procedures properly and fairly in arriving at judgements
- c) properly applied the mark scheme (AS, A-level and project qualifications only).

## **11. Certificates**

Certificates are presented in person and 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.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year. Other certificates may be available upon request.