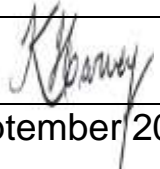
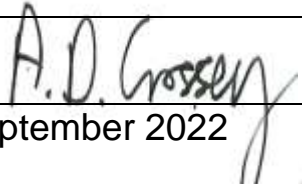


# EXAMS POLICY



<b>NAMED PERSON:</b>	Joe Dunckley
<b>ATTACHED COMMITTEE:</b>	Curriculum

<b>Last Review Date:</b>	September 2022
<b>Review Cycle:</b>	1 Year
<b>Next Review Date:</b>	September 2023

<b>Mr Keith Harvey</b> Co Chairman of Governing Body	<b>Mr Andy Crossey</b> Co Chairman of Governing Body
<b>Signed:</b> 	<b>Signed:</b> 
<b>Date:</b> September 2022	<b>Date:</b> September 2022

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## 1. THE BUCKINGHAM SCHOOL EXAM POLICY

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.

The exam policy will be reviewed annually by the Senior Leadership Team (SLT) and Exams Officer.

## 2. EXAM RESPONSIBILITIES

**Headteacher** - Having overall responsibility for the school as an exam centre, the Headteacher is the Head of Centre.

- has overall responsibility for the school as an exams centre and advises on appeals and remarks
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the Joint Council for Qualifications (JCQ) document - *Suspected malpractice in examinations and assessments*.

**Exams officer (EO)** – Manages the administration of public and internal exams

- advises the Senior Leadership Team (SLT), Curriculum Leaders (CLs), all other teaching staff and relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to all centre staff 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
- checks with teaching staff to ensure that necessary coursework/controlled assessment 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
- makes applications for special consideration using the latest JCQ publication *Access arrangements, reasonable adjustments and special consideration*
- identifies and manages exam timetable clashes
- works with the SLT in organising 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
- in consultation with the SLT, arranges for dissemination of exam results and certificates to candidates and forwards any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- Will book all exam rooms after liaison with other users and Site Team, who are responsible for setting up the allocated rooms

**Senior Leadership Team (SLT) is responsible for:**

- Organisation of teaching and learning.
- Liaise with Curriculum Leaders (CLs)/Subject Leaders (SLs) to ensure entries are arranged for all students on the course
- Investigation of any suspected malpractice.
- Contingency planning for exams administration.

**Curriculum Leaders (CLs) / Subject Leaders (SLs) are responsible for:**

- The guidance and pastoral care to candidates who are unsure about exam entries or amendments to entries.
- the accurate completion of coursework/controlled assessment marksheets and declaration sheets to meet the deadlines set by the EO.
- The accurate completion of entry/forecast marksheets to meet the deadlines set by the EO.
- Liaise with subject teachers regarding:
  - Candidates who may have SEN and advise SENCo and the exams officer
  - Candidates entry levels

**Subject teachers are responsible for:**

- Supplying information on entries, coursework and controlled assessment as required by the CL and/or EO
- Notification of access arrangements requirements to SENCo (as soon as possible after the start of the course).

**Sen Coordinator (SENCo) is responsible for:**

- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.
- Processing any necessary applications for approval by awarding organisations (if required)

**Lead invigilator/invigilators are responsible for:**

- Assisting the EO in the efficient running of exams according to JCQ regulations
- Distribution of exam papers and other material in the exam room(s) before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam, and under the supervision of the exams officer, marking registers and packing papers.

**Candidates are responsible for:**

- Confirmation and signing of entries.
- Understanding coursework/controlled assessments regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to JCQ regulations

**3. Qualifications**

The qualifications offered at this centre are decided by the CLs/SLs and SLT.

The qualifications offered are GCE, AS, GCSE, EPQ, Entry level and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar document for that year. If there has been a change of specification from the previous year, the exams office must be informed by 30

September in any academic year.

Informing the exams office of changes to a specification is the responsibility of the CLs and/or SLs

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, subject teachers, Head of Year and Curriculum Leaders/Subject Leaders

#### **4. EXAM SERIES**

Internal exams and assessments are usually scheduled in November/December, February/March and June/July.

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

Internal exams held at the centre are conducted under external exam conditions.

The Head of Centre decides which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with SLT and the EO.

#### **5. TIMETABLES**

Once confirmed, and all unit entry/certification details are confirmed by CLs/SLs, the EO will circulate the timetable for both Internal and External exams.

#### **6. ENTRIES, ENTRY DETAILS & LATE ENTRIES**

Candidates are selected for their exam entries by the Subject teachers, CLs, SLs, and Heads of Year.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. This will only be validated with agreement from SLT and upon receipt of the appropriate fee.

CLs/SLs are responsible for submitting estimated grades to the exams officer as and when requested.

The centre does not accept entries from external, private or overseas candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to CLs, SLs and subject teachers via email and internal post/pigeon hole.

Late entries are authorised by the SLT and Exams officer.

BTEC, GCSE, AS & A2 re-sits are allowed.

Re-sit decisions will be made in consultation with Candidates, Parents/carers, Exams officer, SLT and CLs.

#### **7. EXAM FEES**

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.

Initial exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who:

- Are withdrawn because they have not met the necessary coursework/internal assessment requirements without medical evidence or evidence of other mitigating circumstances
  - Fail to attend an examination without medical evidence or evidence of other mitigating circumstances
- Re-sit fees are paid by the Candidate.

## **8. EQUALITY LEGISLATION**

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the SLT

## **9. ACCESS ARRANGEMENTS**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements 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.

A candidate's access arrangements requirement is determined by the SENCo and Educational Psychologist/Specialist Teacher.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the subject teachers through the EAA referral forms

Making access arrangements for candidates to take exams is the responsibility of the SENCo.

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

Rooming for access arrangement candidates will be arranged by the SENCo .

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangement regulations, will be organised by the SENCo.

## **10. CONTINGENCY PLANNING**

Contingency planning for exams administration is the responsibility of the SLT and details can be found in the contingencies procedures section of the ICE booklet circulated by JCQ in September 2022. The date of the 'contingency day' for 2023 is 29.06.2023 and students should be informed that they need to remain available for this.

Other details of contingency plans are available via email, briefing minutes and internal post and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **11. MANAGING INVIGILATORS**

External staff are employed to invigilate examinations.

These invigilators will be used for both internal and external exams.

Recruitment of invigilators is the responsibility of the EO and SLT.

Securing the necessary Disclosure and Barring Service (DBS) 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 EO.

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

## **12. MALPRACTICE**

The Head of Centre, in consultation with the EO & SLT, is responsible for investigating suspected malpractice.

## **13. STORAGE OF EXAM MATERIALS**

Question papers and any other confidential material, e.g. answer booklets, will be stored securely at the centre's registered address in a secure room (located in the corridor next to the Sports Hall) solely assigned for the purpose of administering secure examination materials, restricted to two to four key holders only. This facility will adhere to JCQ guidance and will only hold materials that are detailed within this guidance.

## **13. EXAM DAYS**

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

Site Team are responsible for setting up allocated rooms and will be advised of the requirements at least 2 weeks in advance.

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

Senior members of staff, such as an Assistant Headteacher, who have been authorised by the Head of Centre, may be present outside the exam room at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be available for collection by CLs/SLs the day after the exam has taken place. At the end of an exam, the invigilators, under the supervision of the Exams Officer, will collate the answer papers and mark off attendance registers, ready for despatch to the awarding body.

#### **14. CANDIDATES**

The EO will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the appropriate Head of Year and/or SLT

The centre's published rules on acceptable dress and behaviour 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 are expected to stay for the full exam time at the discretion of the EO or senior invigilator.

**Note:** candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer will ask reception/student office to attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

The EO and student office staff are responsible for handling late or absent candidates on exam day.



## **15. CLASH CANDIDATES**

The EO will be responsible as necessary for organisation of the supervision of candidates, identifying a secure venue and arranging overnight supervision.

## **16. SPECIAL CONSIDERATION**

Should a candidate be unable to attend an exam because of illness, 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's exam invigilator or EO to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from his/her doctor. The EO will then make an application for special consideration to the relevant awarding body within seven days of the exam.

## **17. INTERNAL ASSESSMENT**

It is the duty of CLs/SLs to ensure that all internal assessment is ready for despatch at the correct time. The EO will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the CLs/SLs. The EO will inform staff of the date when appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document (Appendix 1).

Appeals against internal assessments must be made by 13 May in the year in which certification is taking place.

## **18. RESULTS**

The results slip will be in the form of a centre produced document.

Candidates will receive individual result slips on results days,

- In person at the centre or
- If specifically requested, by email

Any results slips not collected on results day will be posted (2<sup>nd</sup> class) to students.

Arrangements for the centre to be open on results days are made by the SLT.

The provision of staff on results days is the responsibility of the EO/SLT.

## **19. ENQUIRIES ABOUT RESULTS (EAR)**

EARs may be requested by centre staff or candidates following the release of results. Written consent from the candidate is required before any remark or clerical re-check is requested. A request for re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

When the centre does not support a candidate's or parent's request for an EAR, the candidate may appeal and the centre will respond by following the process in the Internal Appeals Procedure (IAP) document (Appendix 1) to have an enquiry carried out.

The cost of EARs will be paid by the centre EXCEPT where the centre does not support a candidate's or parent's request for an EAR.

All processing of EARs will be the responsibility of the EO, following JCQ guidance.

## **20. ACCESS TO SCRIPTS (ATS)**

After the release of results, candidates may ask subject staff to request the return of papers within 3 working days' receipt 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.

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the EO.

## **21. CERTIFICATES**

Exam Boards issue certificates well after the publication of results has taken place.

Information regarding collection of certificates will be posted on the school website.

Certificates are collected and signed for by the Candidate.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

The centre retains certificates for three years.

If, after collection of a certificate by a candidate, the certificate is lost, awarding organisations will not issue a new certificate. A transcript of results may be issued if a candidate agrees to pay any costs incurred.

## **INTERNAL ASSESSMENT APPEALS POLICY (Appendix 1)**

The Buckingham School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific documents.

Internal assessments are conducted and marked by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The Buckingham School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

### **NOTE: an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.**

1. The candidate should in the first instance discuss the issue with his/her subject teacher and the relevant Curriculum Leader.
2. If the matter is not then resolved, appeals must be made by the end of the second week in May in the year in which the written examinations are taken.
3. Appeals must be made by completing the attached form accompanied by a covering letter written by the candidate's parent/carer to the examinations officer.
4. The Head of Centre will appoint a member of SLT to conduct the investigation. This member of staff will not have had any involvement in the internal assessment process for that subject.
5. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
6. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
7. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularities in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency of marking between centres. The moderation process may lead to changes in marks. This process is outside the control of The Buckingham School and is not covered by this procedure.



### Internal Assessment Appeal Notification Form

This form must be completed and returned with the appropriate accompanying letter to the exams Officer at The Buckingham School

Student Name:

TG:

Subject & Course:

**Assessment information:** (please include the module/unit title & the assessment title and the name of the teacher teaching and marking the assessment)

**Reason for appeal:** (please give brief notes of why you think your work has been unfairly marked/assessed)

Signed (Student)

Date:

Parent/Carer Name:

Date:

Signature: