



Cleeve
Park
School

Examinations Policy

2021/2022

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Introduction

In the unprecedented times we find ourselves in; due to the ongoing Covid Pandemic, this policy may be updated and will run in line with current DfE and JCQ guidelines regarding Examinations during the 2021/2022 series. Cleeve Park School will communicate any changes in a timely manner to relevant stakeholders, including Staff, Parents/Carers and Students.

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in Cleeve Park School's exam processes to read, understand and implement this policy.

The exams policy will be reviewed every year and will take notice of DfE and JCQ requirements.

The exams policy will be reviewed by the Senior Line Manager of Assessment and the Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre (Executive Head):

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer:

- manages the administration of internal exams and external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all school 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the exams invigilators and organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Faculty are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **Special Educational Needs Coordinator** (SENCo) is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre (Cleeve Park School) are decided by the Executive Headteacher.

The types of qualifications offered are Level 2 and Level 3 Academic and Vocational courses, largely in the form of GCSEs, A-Levels and BTECs.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by the final day of the previous academic year.

Informing the exams office of changes to a specification is the responsibility of the Senior Line Manager of the Subject in question.

The Assistant Headteacher (responsible for the candidate's relevant Key Stage) will make decisions on whether a candidate should be entered for a particular subject, in consultation with the Head of Department (for said subject).

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins. The timetables will be circulated to students, staff and parents and will be displayed on the school website.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal and this request will be considered by the Assistant Headteacher responsible for the student's academic and pastoral progress.

The centre (Cleeve Park School) does not accept entries from private candidates.

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

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/faculty will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the senior line manager for examinations.

GCSE, AS, and A-Level retakes are only allowed if approved by the Senior Line Manager for Exams and Assistant Headteacher of the relevant Key Stage. (Exception is retakes of Autumn 2021 examinations following the teacher assessed grades (TAG's) of Summer 2021 results and the DfE guidance on allowing students entry to examinations in the Autumn term)

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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE, AS Level, A Level, and BTEC entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the party accountable for the incurred cost: i.e. Candidate, Department or Parent/Carer.

Fee reimbursements may be sought from candidates:

- *if they fail to sit an exam*
- *if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.*

Re-sit fees are paid by the centre.

Equality Legislation

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

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

Access arrangements

The SEN department and/or SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCo and/or a qualified professional. Ensuring there is appropriate evidence for a candidate's access arrangement 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 SEN department, as directed by the SENCo. in conjunction with the Exam Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SEN department, as directed by the SENCo. in conjunction with the Exam Officer

Use of Word Processors in Examinations

For the purpose of examinations, the school is allowed to provide a word processor with the spelling and grammar check facility / predictive text disabled (switched off) to a candidate where it is their **normal way of working within the centre**. Candidates who have Joint Council for Qualifications (JCQ) approval for a scribe may alternatively use a word processor with the spelling and grammar check facility enabled.

Access to a word processor cannot simply be granted to a candidate because he / she now wants to type rather than write in examinations or can work faster on a keyboard, or because he / she uses a laptop at home.

Access to a word processor for examinations requires the prior approval of the school's Special Educational Needs Co-ordinator (SENCo) and such approval will only be forthcoming if the SENCo is satisfied that there is both evidence of need and evidence that this is the candidate's normal way of working within the centre.

Candidates who may benefit from the use of a word processor may include, for example, a candidate with:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- planning and organisational problems when writing by hand;
- poor handwriting

This list is not exhaustive.

Where a candidate has SENCo approval to use a word processor for examinations, the school will provide a word processor which has been set up for examinations in accordance with current JCQ regulations. **JCQ Instructions for Conducting Exams 1st September 2021 to 31st August 2022** Candidates will not be permitted to use their own personal word processors for examinations.

For JCQ regulations on the use of a word processor in written examinations please see section 5.8 of the JCQ publication *Adjustments for candidates with disabilities and learning difficulties*
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Officer. Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations. See Cleeve Park Exams Contingency Policy

Estimated grades

Heads of Department/Faculty are responsible for submitting estimated grades to the exams officer when requested.

Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for external exams. Recruitment of invigilators is the responsibility of the Senior Line Manager for Examinations and Assessment and the Exams Officer. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators will be fulfilled by the member of staff with HR responsibility

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

The Executive Headteacher sets the invigilators' rates of pay. Invigilators are recruited, timetabled, trained, and briefed by the Senior Line Manager for Assessment and Examinations, and the Exams Officer.

Malpractice

The Executive Head (in consultation with the Senior Line Manager for Assessment and Examinations) is responsible for investigating suspected malpractice.

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 invigilators.

Site management staff are responsible for setting up the allocated rooms and will be given advance notice of requirements.

The Exams Officer and invigilator(s) will start and finish all exams in accordance with JCQ guidelines (Instructions for Conducting Exams Sept 2021 to August 2022)

Senior members of school staff approved by the Executive Head, who have not taught the subject being examined, may be present at the start of the examination(s) to assist with the identification of candidates, or to deal with any disciplinary matters

Subject staff may be present outside the examination room before the start of the exam to assist with identification of candidates but may not enter the examination room. 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.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilator(s).

The School will have an Exam Emergency Evacuation Policy, following JCQ guidelines.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. Cleeve Park School's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

In the designated exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. **Watches of any description are not allowed.** Any precluded items must not be taken into an exam room. Clearly displayed signs will be placed at the entrance of all designated exam rooms identifying prohibited items following JCQ guidelines. It is the candidate's responsibility to be aware of these.

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 Senior Line Manager for Assessment & Examinations, Exams Officer, and invigilators.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The Exams Officer and Attendance Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

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

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within two days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within five working days of the exam.

Internal assessment & appeal process

It is the duty of Heads of Department/Faculty to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the Head of Department/Faculty. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with Cleeve Park School's Internal & External Appeals Policy.

Results

Candidates will receive individual results slips on results days in one of the following ways:

- by email to the student's authorised school email account. The results can not be sent to a personal email address or that of a parent/carer
- in person at Cleeve Park School (*Covid pandemic restrictions may apply)
- by post to their home address - candidates to provide a pre-paid, tracked, self-addressed envelope. Written confirmation that this is the method requested by the student will be required in advance of the results day..
- collected and signed for by an approved and authorised third party such as a family member (only with written permission from the candidate). *Covid pandemic restrictions may apply

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

Arrangements for the school to be open on results days are made by Business Manager and Site Team. The provision of the necessary staff on results days is the responsibility of the exams officer and senior line manager for exams.

Enquiries about Results (EAR)

EARs may be requested by school staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by the Executive Head.

If a candidate's request for an EAR is not supported, the candidate may appeal and the school will respond by following the process in its Internal & External Appeals Policy document.

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

Access to Scripts (ATS)

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

School 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.

The cost of EARs will be paid by the candidate.

Processing of requests for EARs will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates as soon as possible following receipt from the relevant awarding exam body.

Candidates can collect certificates from the school on day(s) designated by the exams officer and communicated to students by email or post

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 **photo** identification with them that confirms who they are.

The school retains certificates for a **minimum of one** year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

To be reviewed: Ongoing throughout the **2021/2022** Examinations season, following DfE and JCQ guidance. **And in response to any ongoing Covid recommendations.**

Annual review date: September 2022

To be reviewed by: DHT