



**Roding Valley**  
HIGH SCHOOL

# **Exams Policy**

**2018-2019**

**This Policy Is Reviewed Annually To Ensure  
Compliance with Current Regulations**

**Reviewed: January 2018**

**Approved:**



## Roding Valley High School: Examinations Policy 2018-2019

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The purpose of this examinations 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.

This exam policy will be reviewed by the Senior Leadership Team, Examinations Officer and Governors.

### **Section One: Exam Responsibilities**

#### **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 and application procedures as set by the various exam boards
- Oversees the production and distribution to staff and candidates of timetabled 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 JCQ publications access arrangements, reasonable adjustments and special consideration
- Identifies and manages exam timetable clashes
- Line manages and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework marks, tracks despatches 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 SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams



### Teaching Staff

Teachers are responsible for:

- Notification to SENDCO of Access Arrangements (as soon as possible after the start of the course)
- Submission of candidates' names to heads of department/school/curriculum

### SENCO

The SENDCO 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.

Candidates are responsible for:

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

### Section Two: Qualifications Offered

The qualifications offered at this centre are decided by the Head of the Centre, Deputy Head, Heads of Faculty, Heads of Subject and the Senior Leadership Team.

The qualifications offered are:

- GCE (AS/A2),
- GCSE.
- BTEC.
- ECDL
- VCERT.
- ASDAN.

The Examination Boards used are:

- AQA,
- Pearson Edexcel,
- NCFE,
- OCR,
- WJEC
- BCS

[\(Policy and Procedure requirements are available in a separate document\).](#)

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 specification from the previous year, the Exams Office must be informed by **31<sup>st</sup> May**.



Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parent/Guardian, SENCO, Head of Key Stage and the Head of Subject.

### **Section Three: Exam Seasons and Timetables**

#### **Exam Season**

- Internal Exams (Mocks) are scheduled throughout the year, as required and/or requested by the Head of Department/Faculty
- External Exams are scheduled in November (English and Maths re-sits), May and June
- All Internal Exams are held under External Exam conditions
- The Deputy Head, Heads of Faculty and Heads of Subject decide which exam series are used in the Centre

#### **Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for all Internal and External exams

### **Section Four: Entries, Entry details and Late Entries**

- Candidates are selected for their exam entries by the Heads of Faculty, Heads of Department and the subject teachers
- Candidates, or parents/guardians, can request a subject entry, change of level or withdrawal to be agreed by HOD, subject teachers.
- The Centre does not accept entries from external candidates
- The Centre does not act as an exam Centre for other organisations
- Entry deadlines are circulated to heads of department via email and/or internal post
- Late entries are authorised by the Heads of Department and Exams Officer
- Re-sits are allowed at the discretion of the Head of Faculty
- Re-sit decisions will be made in consultation with Candidates, Subject Teachers, Exams Officer, Deputy Head, Heads of Subject, Heads of Department, Heads of Faculty and Heads of Curriculum

### **Section Five: 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
- Exam fees are paid by the centre
- Late entry or amendment fees are paid by the centre
- Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- Re-sit fees are paid by the student



## Section Six: The Disability Discrimination Act (DDA)

- All exam centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006, are met
- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities
- To find out more about exactly how the Centre can satisfy the requirements of the DDA visit the DDA information page on the DFE website
- The Centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the Centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Deputy Head, Exams Officer and SENCO.

## Access Arrangements

- 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
- A candidate's Access Arrangement requirements are determined by the SENCO
- Making special arrangements for candidates to take exams is the responsibility of both the SENCO and the Exams Officer
- Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the Exams Officer
- Rooming for Access Arrangement candidates will be arranged by the Exams Officer, SENCO and SLT
- Invigilation and support for Access Arrangement candidates will be organised by the Exams Officer and the SENCO

## Section Seven: Contingency Planning

Contingency planning for exams administration is the responsibility of the SLT, ([For further information, please refer to our Contingency Plan](#))

## Section Eight: Estimated Grades

Heads of Department and Heads of Faculty are responsible for submitting estimated grades to the Data Manager when requested.



### Section Nine: Managing Invigilators

- External staff are used to invigilate examinations
- 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 centre administration
- 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

### Section Ten: Malpractice

The Head of Centre/Examinations Officer is responsible for investigating suspected malpractice as required by JCQ (see below):

<https://www.icq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2018-19>

### Section Eleven: 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 invigilator
- Site management is responsible for setting up the allocated rooms
- The lead invigilator 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 read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department after 24 hours
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required

### Section Twelve: 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 are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator
- **Note:** Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times





- the Exams Officer is responsible for handling late or absent candidates on exam day or subsequently
- should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams 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, which must be dated at the time of the assessment
- the Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam
- The centre has a device that can be used as necessary to determine whether there is a prohibited device present on a student prior to them entering the exam hall. Checks may be carried out on entry to an exam venue to ensure that the Examination is not affected.

### **Section Thirteen: Controlled Assessments**

It is the duty of Heads of Department/Faculty to ensure that all internal assessments are ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent. (Please refer to our Controlled Assessment Policy and Risk Management)

### **Section Fourteen: Marks and Appeals**

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department and Heads of Faculty. The Exams Officer submits marks via awarding body secure website.

### **Section Fifteen: Appeals against Internal Assessments**

The process for managing appeals against internal assessments is detailed in the Internal Appeals Policy, available from the Exams Officer.

### **Section Sixteen: Results, enquiries about results (EARs) and access to scripts (ATS)**

- Candidates Will Receive Individual Results Slips On Results Days Either In Person At The Centre Or By Post To Their Home Addresses (Candidates To Provide Sae)
- Arrangements For The School To Be Open On Results Days Are Made By The Exams Officer/SLT
- The Provision Of Staff On Results Days Is The Responsibility Of The Exams Officer

The process for managing appeals against results is detailed in the Internal Appeals Policy, available from the Exams Officer.

### **Section Seventeen: EARs**

- EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any EAR is submitted



- If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense
- When the Centre does not support a candidates' or parent/guardian's request for 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

### **Section Eighteen: Access to Scripts (ATS)**

- 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

### **Section Nineteen: Certificates**

- Certificates are collected and signed for
- Certificates can be collected on behalf of a candidate by a third party, provided they have been authorised to do so and been provided with written consent from the candidate
- The centre retains certificates for five years