



*At The Henry Beaufort School, there are no limitations to success.*

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## The Henry Beaufort Exams Policy

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## 1. Policy Purpose

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.

## 2. Exam Responsibilities

Having overall responsibility for The Henry Beaufort School as an Exam Centre, the **Head of Centre:**

- advises on appeals and re-marks.
- is responsible for ensuring that all suspicions or actual incidents of malpractice are reported. Refer to the Joint Committee for Qualifications (JCQ) document –‘Suspected malpractice in examinations and assessments’.

### **The Exams Officer is responsible for:**

Managing the administration of public and internal exams and:

- advises the Senior Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and entry procedures as set by the various awarding bodies.
- oversees the production and distribution to staff, candidates and parents 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/Carers are informed of and understand those aspects of the exam timetable that will affect them.
- consults with teaching staff to ensure that controlled assessments are 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 publication ‘Access arrangements, reasonable adjustments and special consideration’.
- identifies and manages exam timetable clashes.
- line manages the invigilators and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- oversees submission of controlled assessment (CA) and non-examined assessment marks (NEA), despatches CA and NEA samples to awarding bodies, and stores returned assessments 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 deals with, in consultation with the Senior Leadership Team, any appeals/review of marking requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

**Teachers** are responsible for:  
submission of candidates' names to Academic Leaders.

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

- identification and testing of candidates to determine requirements for access arrangements.
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment - to help candidates achieve their course aims.

**Invigilators** are responsible for

- being familiar with the JCQ Instructions for Conducting Exams and statutory notices to candidates.
- ensuring that examinations are conducted properly and to inform the exams officer or head of centre of any irregularities
- the distribution of exam papers and other material as required by the exams officer
- The collection of all exam papers in the correct order at the end of the exam and their return to the exams officer.

**Candidates** are responsible for

- understanding controlled assessment and Non-examined Assessment regulations and signing a declaration that authenticates the CA/NEA as their own.
- arriving for scheduled examinations on time.
- complying with the JCQ Rules and Regulations regarding conduct during examinations

### **3. Qualifications**

#### **Qualifications offered:**

The qualifications offered at this Centre are decided by the Head of Centre, Senior Leadership Team and Academic Leaders. The qualifications currently offered are GCSE, Entry level, VTCT, Asdan and Cambridge Nationals. If there has been a change of syllabus from the previous year, the Exams Officer must be informed by the end of September of the examination year. Informing the Exams Officer of changes to a syllabus is the responsibility of the Academic Leader. Recommendations on whether a candidate should be entered for a particular subject will be made by subject areas and decisions will be confirmed by the Senior Leadership Team.

### **4. Exam Series and Timetables**

#### **a, Exam Seasons**

Internal exams and assessments are scheduled in November and February. External exams and assessments are scheduled in January, and May/June. Y10 & Y11 Mock Exams are internal exams held under exam conditions. The Head of Centre and Senior Leadership Team decide which exam series are used in the Centre.

#### **b, Timetable**

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

**5. Entries, Entry Details and Late Entries.** Candidates will be informed of the subjects for which they have been entered by an internally produced Statement of Entry. Candidates or Parents/Carers can request a subject entry, change of level or withdrawal but they may be required to pay for this. Entry deadlines are circulated to Academic Leaders via E-mail and on entry lists. Late entries or changes of tier must be authorised by the Senior Leadership Team

### **6. Disability Discrimination Act**

The Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), (2006) 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. It is the responsibility of the Head of Centre, Exams Officer and all Exam Centre staff to ensure that the Centre meets the requirements of the DDA.

### **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 arrangements requirement is determined by the SENCo. Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo. Rooming for access arrangement candidates will be arranged by Exams Officer.

Support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

### **7 Managing Invigilators**

External staff will be used to invigilate examinations. These Invigilators will be used for both Internal exams and External exams. Recruitment of Invigilators is the responsibility of the Exams Officer. Securing the necessary Disclosure and Barring (DAB) clearance for new Invigilators is the responsibility of the Admin office. DAB fees for securing such clearance are paid by the Centre. Invigilators are timetabled and briefed by the Exams Officer. Invigilators' rates of pay are set by the Finance Office.

### **8 Malpractice**

The Exams Officer is responsible for investigating any suspected malpractice.

### **9 Exam Days**

The Exams Officer will book all exam rooms on SIMS via the Cover Supervisor and make the question papers, other exam stationery and materials available for the Invigilators. Site Team is responsible for setting up the main examination room. Invigilators will start all exams in accordance with JCQ guidelines.

Senior members of centre staff, such as an Assistant Headteacher, approved by the head of centre and who have not had overall responsibility for the candidates preparation for the examination(s), may be present at the start of the examination(s) to assist with identification of candidates but must not advise on which questions or sections are to be attempted.(SEE Notice to Centres – the people present) 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 Academic Leaders when all candidates have completed their examination and completed scripts have been packaged and despatched.

### **10 Candidates**

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 Lead Invigilator. 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 an Invigilator or other responsible adult at all times. The Exams Officer and member of SLT with oversight of exams are responsible for handling late or absent candidates on exam day or subsequently.

### **11 Clash Candidates**

Where candidates have different exams timetabled at the same time the Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and, if necessary, arranging overnight stays.

### **12 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, 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 by providing a letter from the candidate's doctor. The Exams Officer will then make the necessary Special Consideration application to the relevant awarding body within seven days of the end of the exam period.

### **13 Non-Examined Assessments (NEA) and Appeals**

It is the duty of Academic Leaders to ensure that all marks for non-examined assessments and work requested by the examination board 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. Marks for all internally assessed work should be submitted on awarding bodies secure websites by the appropriate deadlines by Academic Leaders.

### **Appeals against Internal Assessments**

The process for managing appeals against internal assessments is detailed in the Internal Appeals Procedures, published in the Exams folder in the staff shared area or from the Exams Officer.

### **14. Results, Reviews Of Marking (ROMs) and Access to Scripts (ATS)**

**a, Results** Candidates will receive individual result statements on results days, in person at the Centre. Arrangements for the Centre to be open on results days are made by the Senior Leadership Team. The provision of staff on results days is the responsibility of the Senior Leadership Team.

### **b, Reviews Of Marking (ROM)**

Reviews of Marking may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before **any** Review is requested. Candidates must be made aware of the procedure for requesting clerical checks, ROM, reviews of moderation and appeals **before** they sit any examinations and the accessibility of senior members of staff following the publication of results. If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the Centre's expense. When the Centre does not support a candidate's request for a Review of Marking, 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.

### **c, ATS**

After the release of results, candidates may ask subject staff to request the return of papers. Centre staff may also request scripts for investigation or for teaching purposes. In all cases, the consent of candidates must be obtained.

## **15 Health & Safety Procedures during Emergencies**

Using the guidelines set out by the Joint Council of Qualifications (JCQ), the following action will be taken in an emergency such as a fire alarm:

- candidates will remain in their seats and wait in silence until given instructions by the Exams Officer or the invigilators.
- if it is necessary to evacuate the examination room, the Exams officer or the invigilators will inform the candidates, who will then leave through the nearest fire exit doors, quickly and quietly. Candidates will be escorted to the field adjacent to the Sports Hall, where an exam register will be taken.
- candidates will be supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- all question papers and scripts will be left in the examination room.
- a note of the time of the interruption and how long it lasted will be taken by the Exams Officer or an invigilator.
- candidates will be allowed the full working time set for the examination.
- if there are only a few candidates, candidates may be taken (with question papers and scripts) to another place to finish the examination.
- a full report of the incident and of the action taken will be sent to the awarding body within 7 days of the incident.
- in case of a power cut, candidates must remain in the seats until the fire exit doors are opened by the invigilators, in order to bring light into the room.
- candidates must wait quietly in their seats until the problem is resolved.
- candidates will be allowed the full working time set for the examination.

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