

# Examinations policy

1. Purpose
  - 1.1. The purpose of this Policy is to ensure that procedures are in place that enable students to secure external qualifications which validate their achievement.
2. Statutory Tests and Qualifications
  - 2.1. The statutory tests and qualifications at the Academy are decided by the Senior Leadership Group.
3. Access for Fair Assessment
  - 3.1 The level of the unit is appropriate for the learner
  - 3.2 Learners understand (are aware of) the evidence required to meet the assessment criteria.
  - 3.3 Assessors adhere to the awarding bodies procedures for those qualifications which include external assessments
  - 3.4 Formative assessment provides learners with constructive feedback on their progress and indicates how improvements can be made
  - 3.5 Feedback to learners is appropriate to their learning needs (e.g. verbal or written) and should be documented
4. Entries, Entry Details, Late Entries and Retakes
  - 4.1. Entries
    - 4.1.1. Candidates are selected for their exams by subject staff.
    - 4.1.2. A candidate or parent/carers can request a subject entry, change of level or withdrawal, but must discuss these matters with the appropriate Subject Leader.
    - 4.1.3. Final decisions for non-entry will be made by the subject Leader and Curriculum Deputy.
    - 4.1.4. The centre will always consider students as external candidates.
    - 4.1.5. Registration to Btec subjects must be completed by 1 November in year 10
    - 4.1.6. Registrations for all other vocational qualifications must be completed within the guidelines for that awarding body
  - 4.2. Late Entries
    - 4.2.1. Entry deadlines are published on the Exams notice board. Entries must be notified to the Exam Officer no later than two weeks before the Boards' deadline.
    - 4.2.2. Late entries/changes to entries must be approved by the Curriculum Deputy.
    - 4.2.3. Fees incurred will be charged to subject capitation.
  - 4.3. Retakes
    - 4.3.1. Candidates will be able to retake units/components as per the Awarding Bodies rules and regulations. In most cases retakes will be paid for by the Academy.
    - 4.3.2. The decision to retake at the Academy's expense must be discussed with the Principal.
    - 4.3.3. Where students want to retake a module but the subject leader feels that they have little chance of improving their original module mark the



candidate will be required to do so at their own expense. However, if the candidate does improve on their original mark the retake fee will be repaid to the candidate.

## 5. Exam Fees

- 5.1. Initial registration and entry fees will be paid by the centre.
- 5.2. Late entry or amendment fees are charged to subject capitation.
- 5.3. 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. However, after the deadline the costs must be met by the department.
- 5.4. Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- 5.5. Candidates wishing to pursue their own appeal must pay the fee for an enquiry/appeal about a result in advance of the enquiry. If the appeal is upheld the fee will be returned.

## 6. The Equality Act 2010, Access and Special Educational Needs

### 6.1. Equality Act 2010

The Equality Act 2010 extends the application of the Equality Act to general qualification. 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

- 6.2.1. A candidate's needs requirements are determined by the SENDCO or the Educational Psychologist.
- 6.2.2. The SENDCO will inform subject staff of candidates with special educational needs who are in their subject area and taking exams.

### 6.3. Access arrangements

- 6.3.1. Making special arrangements for candidates is the responsibility of the SENDCO.
- 6.3.2. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.
- 6.3.3. Rooming for access arrangements is the responsibility of the Vice Principal. Allocation of the given rooms is the responsibility of the SENDCO.
- 6.3.4. Invigilation for access arrangement candidates will be organised by the Exams Officer.
- 6.3.5. Support for access arrangement candidates will be organised by the SENDCO.

## 7. Managing Invigilators and Exam Days

### 7.1. Managing Invigilators

- 7.1.1. External Invigilators will be used for exams wherever possible.
- 7.1.2. The recruitment of Invigilators is the responsibility of the Exams Officer.
- 7.1.3. Annual training/updates for Invigilators should be led by the Exam Officer.
- 7.1.4. Invigilators are timetabled and briefed by the Exams Officer.

### 7.2. Exam Days

- 7.2.1. The Exams Officer will:
  - book the exam rooms
  - direct site team to set up the allocated rooms; and
  - make the question papers, stationery and materials available for the Invigilator.



- Ensure that the Invigilators are aware of the Procedure for Emergency Evacuation of an Examination room.
  - 7.2.2. Only Senior members of staff (i.e. Vice Principal), approved by the Head of Centre may be present at the start of the examinations to identify candidates. Candidate photographs are on candidate cards on exam tables.
  - 7.2.3. All persons entering an exam room must comply with examination regulations.
  - 7.2.4. Exam papers must not be removed from the exam room before the end of the exam. Spare papers will be made available to the departments 24 hours after the official end time of the exam.
  - 7.2.5. Leadership Group will attend and ensure a calm and orderly start to the examination.
8. Candidates, Clashes and Special Considerations, Late/Very Late Candidates
- 8.1. Candidates
- 8.1.1. Candidates must be aware of and comply with the rules on acceptable dress, behaviour and use of electronic equipment such as mobile phones, iwatches etc.
  - 8.1.2. Disruptive candidates will be dealt with in accordance with JCQ guidelines.
  - 8.1.3. Candidates may only leave the exam room for a genuine reason with the approval of an Invigilator. They must be accompanied by a member of staff at all times and return as soon as possible to continue the exam.
  - 8.1.4. Candidates may not leave the examination before the finishing time.
- 8.2. Clashes
- 8.2.1. The Exams Officer will be responsible for identifying escorts, secure venues and overnight stays where necessary.
- 8.3. Special considerations
- 8.3.1. 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 to that effect.
  - 8.3.2. Any special consideration claim must be supported by appropriate evidence within five days of the exam, eg a letter from a doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.
  - 8.3.3. Emergency access arrangements are the responsibility of the SENDCO/Exams Officer.
- 8.4 Late/Very Late candidates
- 8.4.1 A candidate will be considered late if they arrive up to 1 hour after the start of the published start time. They will be able to sit the exam and must be allocated the full time to complete the examination.
  - 8.4.2 A Candidate will be considered very late if they arrive 1 hour or more after the published start time for exams lasting more than one hour. For exams that last less than one hour, a candidate is considered very late if they arrive after the awarding body's published finished time.
  - 8.4.3 It is the discretion of the Head of Centre if candidates who are very late are still able to sit the exam. If the Head of Centre authorises the candidate to sit the exam full allocation of the time must be given to complete the examination. The following must also be done: -
    - ◆ Send the script to the awarding body/examiner in the normal way



- ◆ Warn the candidate that the awarding body may not accept their work
- ◆ Complete the **Form JCQ/VLA – report on candidate admitted very late to examination room** within seven days of the examination having taken place.
- ◆ Provide the following information: -
  - The reason the candidate arrived late, including any details of special arrangements made for the candidate to the centre
  - The actual starting and finishing times of the examination
  - The time the candidate started the examination
  - The time the candidate finished the examination
  - A statement on whether security may have been broken due to the candidate arriving late, including information about the extent to which the candidate was under supervision from the actual starting time of the examination.

8.4.4 Candidates who are late must report to the reception where the Exams officer will then escort them to the exam room.

## 9. Coursework and Appeals against Internal Assessments

### 9.1. Coursework

- 9.1.1. The Subject Leader will ensure all coursework is submitted to the Exams Officer for despatch at the correct time. The Exams Officer will keep a record of the posting.
- 9.1.2. Marks from internal marking and moderation will be provided to the candidates individually and to the Exams Officer.

### 9.2. Appeals against internal assessments for external qualifications

- 9.2.1. Appeals must refer to the process leading to an assessment. There is no appeal against the mark or grade awarded. Candidates may appeal if they think their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. Appeals should be made on writing by the 31<sup>st</sup> March to the Vice Principal. The Principal will be informed. The Academy's findings will be notified to the parent in writing within 5 days of receipt.

### 9.3. Results, Enquiries About Results (EARs) and Certificates

#### 9.3.1. Results

- 9.3.1.1. Candidates will receive individual results slips on results day at the centre. Results may be collected by a third party, provided they have written consent from the candidate.
- 9.3.1.2. Arrangements for results day will be the responsibility of the Examinations Officer.

#### 9.3.2. Enquiries About Results

- 9.3.2.1. EARs may be requested by centre staff or candidates if there are reasonable grounds for believing an error in marking has occurred.
- 9.3.2.2. Where the centre does not agree with the grounds for the EAR the candidate may appeal personally at their own expense.

#### 9.3.3. Certificates

- 9.3.3.1. Candidates are presented their certificates in person at the annual awards presentation held in November. After which



they may be collected by a third party, provided they have written consent from the candidate.

## 10. Malpractice in exams and assessments

### 10.1 Definition of Malpractice

10.1.1 Malpractice consists of those acts which undermine the integrity and validity of examinations and assessments, the certification of qualifications and the authority of those responsible for conducting examinations, assessments and certification. Caister Academy does not tolerate actions (or attempted actions) of malpractice by learners or staff, in connection with any awarding body qualification. Awarding bodies may impose penalties and/or sanctions on learners or centres where incidents (or attempted incidents) of malpractice have been proven.

10.1.2 If any type of malpractice is discovered by the Centre (either learner or staff) it will be investigated by the centre using the guidelines and procedures as set out in the JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures. The Head of the Centre and all relevant personnel will provide the required support and co-operate fully with them and the awarding bodies' investigations.

### 10.2 Candidate Malpractice

10.2.1 Malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. *Learner malpractice may include:*

10.2.2 Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)

10.2.3 Collusion: working collaboratively with other candidates, beyond what is permitted

10.2.4 Copying from another candidate (including the use of ICT to aid the copying)

10.2.5 Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) by means of talking, written or nonverbal communication

10.2.6 The inclusion of inappropriate, offensive or obscene material in scripts, coursework or portfolios

10.2.7 Bringing into the examination room or assessment situation unauthorised reference material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices

10.2.8 Behaving in a manner as to undermine the integrity of the examination

10.2.9 Failing to abide by conditions of supervision designed to maintain the security of the examinations or assessments

10.2.10 A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations

10.2.11 The alteration of any result document, including certificates

### 10.3 Centre Staff Malpractice



- 10.3.1 Malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre, or an individual appointed in another capacity by a centre such as an invigilator, an oral language modifier, a practical assistant, a prompter, a reader, a Sign Language Interpreter or a scribe to a candidate. Centre staff malpractice may include:
- 10.3.2 Tampering with candidates' scripts or coursework after collection and before despatch to the awarding body
- 10.3.3 Breach of security
- 10.3.4 Improper assistance to candidates: Assisting candidates in the production of coursework, Assisting candidates in the production of answers
- 10.3.5 Deception: Fabricating assessment and/or internal verification records or authentication statements
- 10.3.6 Maladministration:
- 10.3.7 Disclosure of confidential examination material
- 10.3.8 Failing to conduct a proper investigation into suspected malpractice

## 11. Roles & Responsibilities

### 11.1. Principal

- 11.1.1. Has overall responsibility for the Academy as an exam centre.

### 11.2. Vice Principal

- 11.2.1. Oversees the work of the Exams Officer.
- 11.2.2. Organises Leadership Group and Subject Leaders.
- 11.2.3. Advises the Leadership Group, Subject Leader, class teachers and tutors, along with other relevant support staff, on annual exam timetables and application procedures as set by the various exam boards.
- 11.2.4. Oversees the exam procedures, producing internal and external timetables and instructions to candidates.
- 11.2.5. Invites and advises on appeals and re-marks.
- 11.2.6. Responsible for reporting all suspicions or actual incidents of malpractice.

### 11.3. Exams Officer

- 11.3.1 Manages the administration of public and internal exams through:
- 11.3.2 Overseeing the production and distribution to 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;
- 11.3.3 Ensuring that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them;
- 11.3.4 Consulting with teaching staff to ensure that necessary coursework is completed on time in accordance with the guidelines given by the exam boards;
- 11.3.5 Ensuring exam entries take place;
- 11.3.6 Providing the Awarding/exam bodies with data on estimated grades;
- 11.3.7 Receiving, check and store securely all exam papers and completed scripts;
- 11.3.8 Filing seating plans and attendance lists in the exam office;
- 11.3.9 Administering access arrangements and liaise with SENDCO





who makes applications on time and in accordance with the guidelines;

- 11.3.10 Administering agreed changes to entries and access arrangements;
- 11.3.11 Identifying and managing exam timetable clashes;
- 11.3.12 Liaising with finance department, manage the exam budget;
- 11.3.13 Liaising with the Curriculum Deputy in organising, the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of the exams;
- 11.3.14 Downloading the data to allow the Leadership Group to analyse the results.
- 11.3.15 Distribute the coursework record forms to Subject Leaders so they can submit candidate's marks.
- 11.3.16 Track and distribute returned coursework to Subject Leaders.
- 11.3.17 Arrange for the dissemination of exam results and certificates to candidates.
- 11.3.18 Manage any appeals/re-mark requests from candidates or Subject Leaders.
- 11.3.19 Maintain systems and processes to support the timely entry of candidates for their exams.
- 11.3.20 Make exam entries.
- 11.3.21 Responsible for checking Subject Leaders examination entries and any changes.
- 11.3.22 Guidance and pastoral oversight of candidates who are unsure about exam entries.
- 11.3.23 Re-enforce procedures at beginning of exams and telephone absentees.
- 11.3.24 Follow up absences from exams.
- 11.3.25 Arrange for the dissemination of exam results and certificates to candidates.
- 11.3.26 Manage any appeals/re-mark requests from candidates or Subject Leaders.
- 11.3.27 Maintain systems and processes to support the timely entry of candidates for their exams.

#### 11.4 Subject Leaders

- 11.4.1 Guidance and pastoral oversight of candidates who are unsure about exam entries.
- 11.4.2 Accurate completion and punctual submission of data required by Exams Officer.
- 11.4.3 Submit work at request of moderator.
- 11.4.4 Co-ordinate the access arrangements for students in their care.
- 11.4.5 Set appropriate exams (internal).
- 11.4.6 Know examination requirements of syllabus.
- 11.4.7 Update Exams Officer when new examinations are being adopted.
- 11.4.8 Responsible for checking examination entries and any changes.

#### 11.5 SENDCO

- 11.5.1 Administer access arrangements, keeping the Exams Officer informed at all stages.
- 11.5.2 Identify and test candidates' requirements for access arrangements.
- 11.5.3 Implement access arrangements.
- 11.5.4 Manage extra time allowances.

#### 11.6 Senior Exam Invigilator

- 11.6.1 Be responsible to the Examination Officer for students during examinations.
- 11.6.2 Supervises queues waiting to enter the examination room.



- 11.6.3 Deals with minor problems and report persistent unruly behaviour to the Exams Officer.
- 11.6.4 Ensures students leave the examination room in an orderly manner.
- 11.6.5 Liaises with the Behaviour Manager and Leadership Team as required.
- 11.6.6 Collects all exam papers in the correct order and return them to the exam office before the start of each exam. Ensure that they are never left unattended and are safely stored.
- 11.6.7 Assists with preparing papers for dispatch to Examination Boards.
- 11.6.8 Announces the exam regulations at the start of each exam.
- 11.6.9 Completes attendance register and notification of absences to Reception.

#### 11.7 Invigilators

- 11.7.1 Work as directed by the Exams Officer.
- 11.7.2 Ensure the security of all exams.
- 11.7.3 Be aware of malpractice issues surrounding all aspects of exams.
- 11.7.4 Collect exam papers and other materials from the exam office before the start of each exam.
- 11.7.5 Collect all exam papers in the correct order and return them to the exam office with seating plans and attendance lists.
- 11.7.6 Ensure that the candidates have correct papers.
- 11.7.7 Deal with extras candidates not on the register.
- 11.7.8 Record the start and finishing times of exams.
- 11.7.9 Open and distribute papers and any other authorised materials to candidates.
- 11.7.10 Ensure attendance register is completed.
- 11.7.11 Supervise candidates in a quiet and unobtrusive manner.
- 11.7.12 Respond to candidates queries in accordance with the exam regulations.
- 11.7.13 Contact a teacher in the subject area when candidates raise a concern or problem with the paper that requires the professional judgement of a teacher.
- 11.7.14 Supervise any candidates who may need to leave the room in accordance with exam regulations.
- 11.7.15 Supervise "clash" candidates between exams
- 11.7.16 Distribute additional paper/equipment as required.
- 11.7.17 Ensure the efficient timekeeping is maintained.
- 11.7.18 Ensure the Academy policy is adhered to.
- 11.7.19 Notify candidates that the examination is finished.
- 11.7.20 Ensure exam conditions are maintained until candidates are dismissed from room.
- 11.7.21 Collect scripts and ensure that they are never left unattended and are safely stored.
- 11.7.22 Check that nothing has been left at the desk and no graffiti has been made during the exam.
- 11.7.23 Ensure that scripts are safely delivered to the Curriculum Administrator.
- 11.7.24 Ensure that there are no missing scripts.

#### 11.8 Candidates

- 11.8.1 Confirm and sign entries.
- 11.8.2 Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
- 11.8.3 Ensure full attendance at exams.
- 11.8.4 Be aware of malpractice issues surrounding all aspects of exams.

#### Transfer of Credits

students prior learning is recognised and a transfer of credits will take place for in year admissions on review of each student. Previous school will be contacted and any student documents would be asked for and confidentially sent.



