



The Gainsborough
Academy
'High Expectations'

Exams Policy

Approved by: Keith Batty **Date:** 23/03/16

Last reviewed on: 03/02/18

Next review due by: 03/02/21 (Every 3 Years)

Rationale:

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in line with national guidance
- To ensure the operation of an efficient exam system and structure with clear guidance for all involved.
- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement.
- The exam policy will be reviewed every three years.
- The exam policy will be reviewed by the Senior Leadership team, the Exams Officer and the Governors

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Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

1 Exam responsibilities

It is the responsibility of the Exams Officer to:

- Manage the administration of public and internal exams.
- Advise 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.
- Oversee the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents/ carers are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework or Controlled Assessments are completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on predicted entries to SLT.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and makes applications for special consideration using the JCQ '*Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examination*'
- Identify and manage exam timetable clashes.
- Account for income and expenditure relating to all exam costs/charges.
- Line manage the exam invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam and ensure CRB checks are in place.
- Submit candidates' coursework marks provided by teaching staff, track despatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and to schedule.
- Arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/ re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams.
- Arrange rooms for examinations in line with JCQ guidelines.
- Ensure no member of staff reads an external exam paper until the end of the exam and all papers have been collected.
- Ensure disruptive candidates are dealt with in line with JCQ guidelines.
- Keep students and staff informed of examinations via MLE and exam notice board.
- Produce seating plans for all examinations.
- Liaise with other centres for examinations such as second language.
- Arrange co-ordination of results on specific Result Days to allow analysis and publication to relevant parties.
- Take leading role in Results Day.
- Arrange administration of collation of results for collection by students on Results Day.

It is the responsibility of all teaching staff to:

- Notify the Exams Officer / SEN co-ordinator of access arrangements (as soon as they become apparent after the start of any course, this may be in KS3 or at KS4)
- To submit candidates' names to Subject Leaders/ Directors

It is the responsibility of the Assistant Principal – Behaviour & Safety to:

- Identify and test candidates, requirement for access arrangements
- Provide 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.

It is the responsibility of the Director of EAL:

- To ensure that students new to English are tested and benchmarked in their home vernacular to ascertain if there is SEN need in their own language which would permit additional support for students in examinations.

It is the responsibility of the Lead invigilator to:

- Collect exam papers and other material from the Exams Officer before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam and ensure their return to the exam officer.

It is the responsibility of candidates to:

- Confirm and sign exam entries
- Understand coursework regulations and sign a declaration that authenticates the coursework as their own.

2 Qualifications Offered

The qualifications offered at the Gainsborough Academy are decided by the senior leadership team, in conjunction with middle leaders based on the student cohort needs and abilities. Qualifications currently offered are GCSE, BTEC and iGCSE.

Informing the exams office of changes to a specification is the responsibility of middle leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/ Carers, Director of SEN, Subject teachers, Subject leaders, SLT and the Deputy Principal.

3 Exam Season

External exams and assessments are scheduled throughout the year, in particular March, April, May and June.

Subject Leaders and Directors make recommendations to SLT. SLT decide which exam series are used at The Gainsborough Academy.

On-demand assessments can be scheduled only in windows agreed between the Exams Officer and the senior leadership team is the policy for offering on-demand testing.

4 Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject leads and SLT in consultation with their subject Teacher.

Candidates or parents/carers can request a subject entry, change of level or withdrawal but this is through discussion with staff at the Academy. The Gainsborough Academy will facilitate exam entries for private candidates through liaison with the Exams Officer. Entry deadlines are circulated to heads of department by the Exams Officer. Late entries are authorised by middle leaders in consultation with SLT.

5 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 for by the Academy.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are 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.

6 Access arrangements

The Exams Officer/Assistant Principal – Behaviour & Safety 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 Assistant Principal – Behaviour & Safety 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 Assistant Principal – Behaviour & Safety, but this is informed by the teachers expertise and referrals made by teaching staff throughout the course of the candidates time in the Academy.

Making access arrangements for candidates to take exams is the responsibility of both the Assistant Principal – Behaviour & Safety and Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Assistant Principal – Behaviour & Safety.

Rooming for access arrangement candidates will be arranged by the Assistant Principal – Behaviour & Safety with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Assistant Principal – Behaviour & Safety with the Exams Officer.

7 Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

8 Private Candidates

Managing private candidates is the responsibility of the Exams Officer. Private candidates will be expected to pay for the cost of sitting the exams as well as a small cost for using the Gainsborough Academy as the facilitating Centre.

9 Estimate Grades

Teaching staff are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer. Overall responsibility is with the Principal/Subject leader

10 Managing Invigilators

Subject leads and SLT may invigilate in external examinations. They may be supported by external staff who will be used to invigilated examinations and who will lead on all aspects of administration

Recruitment of invigilators is the responsibility of the Exams Officer and must be done in liaison with HR protocol. All staff must be made aware and receive in written form details of exam invigilation protocol and best practice. Routines for the organisation need to be clarified by the Exams Officer so that all staff, teaching and external invigilators understand examination guidelines.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

CRB 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 centre administration.

11 Malpractice

Any misconduct or irregularity must be reported to the Exam Officer as soon as possible. The Head of centre is responsible for investigating suspected malpractice. The Centre will follow the JCQ Malpractice Guidance.

Students are made aware of JCQ guidance in the student and parent/carer handbook they receive from the Exams Officer at the commencement of their exam series.

12 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 lead invigilator, where applicable, in each area. This lead invigilator will be identified on the staffing timetable.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines. Subject staff should be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections 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 at the end of the exam.

A relevant subject teacher may be available to read out any subject specific instructions and start the exam if necessary.

13 Candidates

Candidates' must be in Academy uniform for exams. They may not be in possession of any mobile phone or other electronic equipment.

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.

Candidates will not be allowed to leave an exam until their exam paper has been collected and secured by an Invigilator.

Note: candidates may only leave the exam room during an exam 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 Exam Officer is responsible for handling late candidates on the day with the support of Student Support Managers. Subsequently the subject leader is responsible for handling absentees although the Exams Officer must use student services and attendance team in a bid to ensure attendance of all candidates.

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, 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, 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 complete the special consideration form online with the relevant awarding body within seven days of the exam.

14 Internal Assessment

It is the duty of subject leads and SLT to ensure that all internal assessment is 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. Any issues in postage or failure to arrive at destination will be dealt with by the Exams Officer as per their role.

15 Marks and Appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of subject.

16 Appeals against internal assessment

The process for managing appeals against internal assessments is detailed in a separate appeals policy, as prescribed by JCQ guidance

17 Results

Candidates will receive individual Statement of Results on results days, in person at the centre, candidates to provide stamped addressed envelope if they are unable to attend. If results are to be collected by a third party a letter signed by the candidate must be provided.

Arrangements for the centre to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of and the Exams Officer.

18 EARS & ATS: Enquiries about Results and Access to Scripts

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 requested.

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 candidate's or parent'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.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days scrutiny of the results. Where applicable the candidate will pay the fees.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Fees are to be paid by the department.

GCSE re-marks cannot be applied for once a script has been returned.

19 Contingency Plan

Scenario	When to implement	Actions	Person(s) responsible
<p>Disruption of teaching time – centre is closed for an extended period</p>	<p>When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning</p>	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p>	<p>Exams Manager</p>
<p>Candidates unable to take examinations because of a crisis – centre remains open</p>	<p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug</p>	<p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to sit any</p>	<p>Exams Manager</p>

		<p>examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre forces it to close	<p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible</p> <p>Use alternative venues in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	Exams Manager
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	<p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>	Exams Manager

<p>Disruption to the transportation of completed examination scripts</p>	<p>In the event that there is a delay in normal collection arrangements for completed examination scripts</p>	<p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>	<p>Exams Manager</p>
<p>Assessment evidence is not available to be marked</p>	<p>In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts</p>	<p>Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p>	<p>Exams Manager</p>
<p>Centre is unable to distribute results as normal</p>	<p>In the event that the centre is unable to access or manage the distribution of results to candidates</p>	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative site</p> <p>Share facilities with other schools/colleges if possible</p>	<p>Exams Manager</p>