



The Grangefield Academy

Examinations Policy 2016 - 2019

Chair of Governors:	
Date Approved by Governors:	1 st March 2017
Next Review Date:	1 st September 2019

Contents	Page
Exam Responsibilities	2
Qualifications Offered	4
Exam series and Timetables	4
Entries, Entry Details and Late Entries	4
Exam Fees	5
Equality Legislation	5
Access Arrangements	5
Contingency Planning	6
Estimated Grades	6
Malpractice	6
Exam Days	6
Candidates	7
Special Consideration	7
Late Arrivals	8
Internal Assessment	8
Results	8
Enquiries about Results (EAR)	9
Access to Scripts (ATS)	9
Certificates	10
Appendix 1 - Malpractice	
Risk Assessment for Examinations	
Risk Assessment Form	

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 the centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed every three years.

The exams policy will be reviewed by 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:

- has overall responsibility for the Academy 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*.

The Exams Officer¹:

- manages the administration of internal and external examinations.
- 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 centre 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 publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- line manages the senior exams invigilator in organising 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.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of department/subject 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 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 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.

Lead invigilator/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/officer before the start of the exam, if required.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office/officer.

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 the conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the SLT.

The types of qualifications offered include GCSEs and Vocational Qualifications

The subjects offered for these qualifications in any academic year may be found in the centre's prospectus or similar documents for that year.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leaders in consultation with the Head of Centre / SLT.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled as required.

External exams and assessments are scheduled in exam series as appropriate.

Internal exams can be held under external exam conditions.

The Head of Centre decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Centre and the Subject Leader.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal on negotiation with the Head of Centre.

The centre 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/printouts.

Subject teachers 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 of the Head of Centre.

Re-sit decisions will be made by subject teacher in consultation with Head of Centre.

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 action well in advance for each exams' series.

GCSE entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

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.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENDCo and Examinations Officer 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 SENDCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENDCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

Contingency planning

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

Contingency plans are available from the Examinations Officer and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Subject teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

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Malpractice

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice. This is expanded within Appendix 1.

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.

The Exams Officer is responsible for setting up the allocated rooms [with the Site Supervisor, if required].

The Exams Officer and/or invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Centre Admin Support Staff.

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an 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. Any precluded items must be given to a staff member or must not be taken into an exam room.

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 Head of Centre / Examinations Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Head of Centre 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 centre's Exams Officer / Head of Centre to that effect.

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

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

Late Arrivals

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Examinations Officer and Head of Centre.

A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centres' organisational arrangements and provided adequate supervision arrangements are in place.

A candidate will be considered very late if they arrive more than one hour after the awarding bodies published starting time for an examination which lasts one hour or more.

For examinations which last less than one hour, a candidate will be considered very late if they arrive after the awarding bodies published finishing time for the examination or 30 minutes after the awarding bodies published starting time, whichever is later.

When a candidate arrives very late for an examination you must:

- Send the script to the examiner/awarding body in the normal way;
- Send a full written report to the awarding body on Form JCQ/VLA Report on Candidate Admitted Very Late to Examination Room as soon as possible and in any event within 7 days from the date of the relevant examination. (Form JCQ/VLA may be downloaded from the JCQ website)

http://www.jcq.org.uk/exams_office/instructions_for_conducting_examinations

Internal assessment

It is the duty of Subject Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer/ admin support staff 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 Subject Leader. 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 the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on results days in person within the Centre.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the senior leader.

Enquiries about Results (EAR)

EARs may be requested by centre 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 centre.

All decisions on whether to make an application for an EAR will be made by the Head of Centre. If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) 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 2 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre.

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

Certificates

Candidates will receive their certificates by post to their home address.

If required, 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 identification with them that confirms who they are.

The centre retains certificates for 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.

Head of Centre

Exams Officer

Date

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APPENDIX 1 – Malpractice

‘Malpractice’ means any act, default or practice which is a breach of the regulations or which:

- Compromises, attempts to compromise or practice which is a breach of the regulations or which:
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements in this document also constitutes malpractice.

Centre Staff Malpractice

‘Centre Staff Malpractice’ means malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract of 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 the candidate.

Examples of centre staff malpractice are set out in **Appendix 1 (a)**. These examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document. Other instances of malpractice may be identified and considered by the awarding bodies at their discretion.

Candidate Malpractice

‘Candidate Malpractice’ means 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.

APPENDIX 1 (a) – Centre Staff Malpractice

Breach of security

Breaking the confidentiality of question papers or materials, and their electronic equivalents or the confidentiality of candidates scripts or their electronic equivalents.

It could involve:

- Failing to keep examination material secure prior to an examination;
- Discussing or otherwise revealing secure information in public, e.g. internet forums;
- Moving the date or time of a fixed examination (beyond the arrangements permitted by the regulations within the JCQ publication, Instructions for Conducting Examinations); (Conducting an examination before the published date constitutes centre staff malpractice and a clear breach of security.)
- Failing to supervise adequately candidates who have been affected by a timetable variation; (this would apply to candidates subject to overnight supervision by centre personnel or where an examination is to be sat in an earlier or later session on the scheduled day.)
- Permitting, facilitating or obtaining unauthorised access to examination material prior to an examination;
- Failing to retain and secure examination papers after an exam in cases where the life of the paper extends beyond the particular session (such papers are always clearly marked) for example where an examination is to be sat in a later session by one or more candidates due to a timetable variation;
- Tampering with candidate scripts or controlled assessments or coursework after collection and before dispatch to the awarding body/examiner/moderator;
- Failing to keep student files which contain controlled assessments or coursework secure.

- **Risk Assessment for examination procedure**

Risk	Early warning	Control to prevent	Control to resolve
Invigilator does not turn up	Phone Call or scripts not collected	Invigilator timetables – sign tear off slip to confirm dates	On busy days employ emergency invigilator or EO to cover
Fire alarm goes off			Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area for exams.
Student taken ill during exam			Invigilator aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact AB, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration
Students do not turn up for exam		Student timetables and information from subject teachers	Who rings student? Where do they sit and who invigilates.
Students turn up who are not entered		Subject teachers/HODs ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. If recurring problem see SLT?
Cheating in the room	Invigilator reports problem	Warning to candidate and information from tutor	Invigilator aware of policy, SLT on-call to deal with malpractice issue
Disruption in the room	Invigilator reports problem	Warning to candidate and information from tutors. Information from tutors to EO re problem students in order to isolate.	Invigilator aware of policy, SLT on-call to deal with malpractice issues
Late arrivals	Phone call or just turn up late	Candidate timetable and information from tutors	Invigilator aware of policy. Complete Late arrivals form.
EO does not turn up	Phone call	Regular meetings with line manager	SLT to have back-up policy
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration

Risk	Early warning	Control to prevent	Control to resolve
Wrong entry made – incorrect paper		Subject teachers/HOD's ensure entry checklists are correct	Contact AB for copy of paper if necessary. Provide exam paper, seat and amend entry.
EO leaves/long term sick	Notification from EO	Regular meeting with line manager	SLT to have back-up policy
Curriculum model changes	Government white paper. Information from NAA and QCA, and AB's		Planning and Action Plan to implement changes. Review of job description?
Damage to office		Regular premises checks	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from HOD's. Contact NAA field support for assistance.
System failure or power cut			Contact IT support or electrician and if necessary NAA field support officer for assistance. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information		Subject teachers/HOD's ensure entry checklists are correct and on time.	Charge late fee to department. If recurring problem see SLT?
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HOD's ensure entry checklists are correct.	Contact AB
HOD long term sick or leaves	Resignation or sick note.		Replacement to be nominated and EO to have input in training.
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact NAA to report problem. Give extra time for checking.

Risk Assessment Form (for examination procedures)

Department		Person completing Assessment	
Activities/Systems being assessed		Signature/Date	

	Activity	Adverse occurrence /dependency	Adverse outcome	Likelihood 1 - 3	Severity 1 - 3	Level of risk (LxS)	<i>Control measures</i>	Person responsible	Results
1	Absence of exams officer due to illness on exams day	EO has keys to exam store, is aware of seating plans, clashes, any special requirements	Exam papers unavailable, delayed start	3	3	9	Duplicate set of keys held by nominated person + 1 other; adequate instructions available	<ul style="list-style-type: none"> EO Head of centre 	
2	Computer malfunction	Exam entries, amendments cannot be made by EDI	AB deadlines cannot be made	2	3	6	Notify IT Manager; ensure adequate supplies of paper entry sheets	<ul style="list-style-type: none"> EO Head of centre 	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedure; Adequate fire alarms	<ul style="list-style-type: none"> EO Head of centre Site mgr 	
4	Fire in sports hall, cannot use for exam	All main exams held in here - seats	Insufficient exam rooms may violate JCQ rules	2	3	6	Adequate fire alarms Contingency plans for spare rooms	<ul style="list-style-type: none"> Site mgr EO Head of centre 	
5	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	3	Check paper receipt well in advance – contact exam boards in good time	<ul style="list-style-type: none"> EO 	
6	Human error	Candidates entered for incorrect tier	Affects student grade	3	2	6	Check of procedures by student (statement of entry) and staff (exam candidate lists) should avoid this	<ul style="list-style-type: none"> EO Head of department Student 	