



Oldbury Wells School

Examinations Policy

April 2021

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Contents

1. Introduction and aims	3
2. Roles and responsibilities	3
3. Qualifications offered	5
4. Exam series	5
5. Exam timetables	5
6. Entries (including entry details and late entries).....	5
7. Exam fees	6
8. Equalities	7
9. Access Arrangements.....	7
10. Contingency planning	7
11. Estimated grades.....	Error! Bookmark not defined.
12. Managing invigilators	7
13. Malpractice	8
14. Exam days	8
15. Candidates.....	8
16. Special consideration.....	9
17. Internal assessment.....	9
18. Results and certificates	9
19. Monitoring and review.....	10

1. Introduction and aims

Oldbury Wells school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- › The planning and management of exams is conducted in the best interest of candidates
- › Our system of exams administration is efficient and clear, and staff and students understand what is required and expected of them
- › We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- › Has overall responsibility for the school as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Lee Tristham (Head Teacher)

The head of centre can delegate tasks related to the responsibilities above, but cannot delegate the overall responsibility.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Coordinate the administration of internal and external exams
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes

- › Account for income and expenditures relating to all exam costs/charges
- › Organise the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and marking reviews

Our exams officer is Sarah Wellings.

2.4 Heads of Department/Faculty

Heads of department/faculty are responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects
- › Advising the exams officer of entries for their subjects
- › Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- › Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- › Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- › Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- › Supplying information about entries, coursework and controlled assessments as required by the head of department/faculty and/or the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- › Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- › Processing any necessary applications in order to gain approval (if required)
- › Working with the exams officer to provide the access arrangements required by candidates in exam rooms

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- › Assisting the exams officer to run exams efficiently, according to JCQ regulations
- › Collecting exam papers and other material from the exams office before the start of the exam
- › Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

2.8 Candidates

Candidates are responsible for:

- › Confirming and signing entries

- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The headteacher /SLT decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE, BTEC, A-Levels, Cambridge Nationals and Cambridge Technicals.

The subjects offered for these qualifications in any school year may be found in the Year 9 Pathways booklet.

If there will be a change to a specification for the next year, the exams office must be informed as soon as is practical.

Informing the exams office of changes to a specification is the responsibility of Head of Department/Faculty.

Decisions on whether a candidate should be entered for a particular subject will be taken by SLT in consultation with the Head of Department/Faculty and/or SENCO.

4. Exam series

External exams and assessments are scheduled in the summer exam series, with the exception of January examined units in Btec and Cambridge National units and GCSE maths and English re-sits for candidates wanting to improve on a grade 4 or above:

Internal exams are held under external exam conditions in accordance with the school's assessment calendar.

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

The centre does offer assessments on an on-demand basis e.g., BTEC externally assessed units. On-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Deputy Headteacher/SLT in conjunction with the relevant Head of Department/Faculty.

5. Exam timetables

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

6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/faculty via email.

Heads of department/faculty 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 require authorisation, in writing, by exams officer.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs in English or Maths where candidates achieved a grade of 4 or above
- BTECs for externally marked component during the course of study/whilst still on roll
- Cambridge Technicals and Nationals

Re-sit decisions will be made by heads of department/faculty in consultation with SLT.

For candidates wishing to improve upon a GCSE in maths or English at grade 3 or below it is a condition of funding for the post-16 provider to provide this opportunity, including the exam entries and taught lessons in preparation for this exam.

7. 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 actions well in advance of each exams series.

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSE/BTEC/A-level/Cambridge Nationals and Technicals	Missed exams (without medical or other extenuating circumstances)	Dependent on charges levied by the exam board and any other administrative costs incurred by the school
	Re-sits for exams that the school has not prepared the candidate for e.g., Maths/English in an exam series after the student has left/is off roll	
	Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal	
	A student, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee	
	Student/parent requested EAR (Enquiry about results)	
	ATS (Access to scripts) if requested by student/parent	

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
Other	Exams not on the set list of prescribed public examinations	

The school will follow the DfE's guidance on [charging for school activities](#). "Prescribed public examinations" includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

We may waive these fees under certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer.

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the SENCO.

9. Access Arrangements

The SENCO 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 including internal examination series.

A candidate's access arrangements requirement is determined by the SENCO as per 2.6 above.

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

Room arrangements for candidates using access arrangements will be organised by the SENCO with assistance from the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the SENCO in conjunction with the exams officer and lead invigilator.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans/policy are available via school intranet and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

11. Managing invigilators

External staff may be used to invigilate examinations.

These invigilators may be used for internal exams and/or external exams.

Recruitment of invigilators is the responsibility of the Exams officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer and the Director of Business and Finance will be responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Headteacher/Trust. Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

13. Malpractice

The head of centre, in consultation with exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Details of procedures can be found in the school's malpractice and maladministration policy.

14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms/exam venue, and will be advised of requirements 5 days in advance.

The invigilators and the exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

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/faculty in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

15. 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 heads of department/faculty/subject.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones, watches and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

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

The exams officer is responsible for handling late or absent candidates on exam day.

15.3 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer or the head of centre/SLT to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

17. Internal assessment

It is the duty of heads of department/faculty to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by heads of department/faculty. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure.

18. Results and certificates

Candidates will receive individual results slips on results days or have access to an electronic system to access results on the day.

Arrangements for the centre to be open on results days are made by the exams officer and relevant site staff.

The provision of the necessary staff on results days is the responsibility the head of centre and the SLT.

Dates of results days each year will be publicised for all candidates through the school website/information leaflets/letters home.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a review of marking 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 a group of candidates.

The cost of EARs will be paid by the candidate.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by SLT in consultation with heads of department/faculty.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results, but in any case, within the timeframe laid down by individual exam boards.

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

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate as set out in section 7 of this policy ('Exam fees') unless the school is requesting the ATS.

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years, unless there are changes to:

- The exams system
- JCQ guidance
- The curriculum offer