



**SHENFIELD
HIGH SCHOOL**

Exams Policy

2022/23

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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.
- To ensure all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This exam policy will be reviewed by the deputy head and the exams officer.

1. Exam responsibilities

Head of Centre / Headteacher

Overall responsibility for the school/college as an exam centre:

- advises on appeals and reviews.
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document [*Suspected malpractice in examinations and assessments*](#).
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of **malpractice or maladministration**, involving a candidate or a member of staff, are reported to the awarding body immediately.

Exams office manager / exams officer

Manages the administration of public and internal exams and analysis of exam results:

- advises 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.
- oversees the production and distribution to staff, governors 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 exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is 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.
- distributes unused question papers, when allowed, to departments for use within the centre.

- administers access arrangements and makes applications for special consideration using [A Guide to the special consideration process](#)
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the exams assistant who organises the recruitment, training and monitoring of a team of exam invigilators who oversee the exam rooms.
- submits candidates' coursework marks, tracks dispatch and stores returned coursework 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 appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Team Leaders and Course Leaders

- 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.
- Ensuring accurate completion of declaration sheets.
- Ensures unused question papers are used, when allowed, for centre purposes only.

Teachers

- Notification of possible access arrangements required to Learning Support (as soon as possible after the start of the course).
- Submission of candidate names to Team Leaders or Course Leaders.

Learning Support

- Make on-line applications for approval of access arrangements.
- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of 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 aims.

Pastoral Managers

- Students line up in the designated area for their venue overseen by their Pastoral Managers.
- Pastoral Managers will identify students initially when queuing before entering the exam room and again when seated.

Lead invigilator/invigilators

- Assisting the exams officer to run exams efficiently, according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.

- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.
- Invigilators who are also parents of students may not invigilate in a room where their child is sitting an examination.

Candidates

- To read their statements of entry and speak to the exams officer if there are discrepancies.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Administrative staff

- Support for the input of data
- Posting of scripts

2. Conflicts of interest

Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries, of:

- A member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of staff has a personal connection to the candidate.

Maintains clear records of all instances where:

- exams office staff have members of their family (which includes step family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments at the centre itself or other centres.
- centre staff are taking qualifications at their centre which do not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
- centre staff are taking qualifications at another centre.
- Ensures that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

3. The qualifications offered

The qualifications offered at this centre are decided by the Head of Centre, Deputy Heads, Team Leaders, Course Leaders, Assistant Headteacher 6th Form and the senior leadership team.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed with appropriate notice.

4. Exam seasons and timetables

4.1 Exam seasons

- Internal exams are scheduled annually and included on the school calendar.

- External exams are scheduled in line with the examining bodies' time frame and schedule.
- Internal exams (mocks) in KS4 and KS5 are held under external exam conditions.
- Which exam series are used in the centre is decided by the Head of Centre, Team Leaders and Course Leaders.

4.2 Timetables

- The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

5. Entries, entry details, late entries and retakes

5.1 Entries

- Candidates are selected for their exam entries by the Team Leaders/Course Leaders and the subject teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal.
- Only candidates on roll and following a course of study at the centre will be allowed to sit examinations at the centre.

5.2 Late entries

- Entry deadlines are circulated to heads of department via email, memorandum or calendar.
- Late entries are authorised by Team Leaders/Course Leaders (See section 5.3: Resits).
- Late fees incurred due to an error, or failure to act, by the department or candidate will be passed to that department or candidate.

5.3 Resits

- Candidates are allowed Maths and English GCSE and BTEC unit resits at the advice and discretion of their teachers.
- Where the candidate opts to take a resit they are expected to pay the exam board fees.
- Resit decisions will be made in consultation with the candidates, Team Leaders/Course Leaders, Assistant Headteacher 6th Form, Exams Officer (also see Section 6 Exam Fees).

6. Exam fees

- GCSE initial registration and entry exam fees are paid by the centre.
- A Level initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the departments.
- 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.

- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- This fees reimbursement policy will be communicated in writing to candidates/parents by the Pastoral Leader's letter regarding examinations.
- Resit fees for first and any subsequent retakes are paid by the candidates. (See section 5.3: Resits).

7. The Equality Act 2010, special needs and access arrangements

7.1 DDA

- The Equality Act 2010 extends its application to general qualifications. Allexam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2 Special needs

- A candidate's special needs requirements are determined by the SENCO, doctor and the educational psychologist / specialist teacher.
- Learning Support will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. Learning Support can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

7.3 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.
- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the 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 Learning Support with the exams officer.
- Invigilation and support for access arrangement candidates will be organized by the Learning Support with the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

- Invigilators who are also parents of students attending this school will not be chosen to invigilate a room where their own child is a candidate.

- External invigilators will be used for exam supervision in both public and mock examinations.
- The recruitment of invigilators is the responsibility of the centre administration.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- DBS 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.

8.2 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 invigilator.
- Site management is responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with [JCQ guidelines](#).
- In practical exams subject teachers may be on hand in case of any technical difficulties.

9. Candidates, clash candidates and special consideration

9.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

- The exams officer will be responsible as necessary for identifying supervisors, identifying a suitable venue and arranging overnight stays.

9.3 Special consideration

- Exams officer and all relevant staff will adhere to the [JCQ Special Consideration](#)
- 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, or the exam invigilator, to that effect.

- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.
- The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10 Coursework and appeals against internal assessments

10.1 Coursework/internal assessments

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Team Leaders and Course Leaders will ensure candidates are told the coursework mark that their teacher has awarded them. This will be done within a timescale which enables time for the candidate to appeal in accordance with JCQ deadlines.
- Team Leaders and Course Leaders will ensure all coursework is ready for dispatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the exams office by the subject teachers, heads of subject and the heads of curriculum.

10.2 Appeals against internal assessments

- The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and is on the website.

The main points are:

- appeals should be against the process used leading to an assessment mark.
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- appeals should be made in within 2 days of the student being told their proposed mark.
- the Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

- Candidates will receive individual results slips on results days in person at the centre or by post to their home address. **(2023 A Level results will be emailed to students on the day of publication)**
- Arrangements for the school to be open on results days are made by the senior leader.
- The provision of staff on results days is the responsibility of the senior leader.
- Dates of results days are published.

11.2 EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Candidates must give their written consent.
- Candidates will be charged for EARs requested by them.(See section 6: Exam fees)

11.3 ATS

- Candidates may request a photocopied script for subject staff to advise whether or not a review is feasible.
- Centre staff may also request scripts for investigation or for teaching purposes. The candidates' written consent must be obtained first.
- Reviews cannot be applied for once an original script has been returned.

12. Certificates

- Certificates for students still on roll are given to them and signed for.
- Certificates for leavers are posted home.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- Certificates are not withheld from candidates who owe fees.
- Unclaimed certificates will be destroyed after one year.