## Consultation History

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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive (Leadership Group)</td>
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<td>Teaching and Non-Teaching Staff</td>
<td></td>
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<td>Teaching &amp; Learning Committee</td>
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<tr>
<td>Full Governing Body</td>
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<td>Next Review of Policy</td>
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<td>Author</td>
<td>S O’Malley</td>
</tr>
</tbody>
</table>
The Ridgeway School & Sixth Form College

Exam Policy

Contents

- Exam responsibilities
- The statutory tests and qualifications offered
- Exam series and timetables
- Entries, entry details and late entries and re-takes
- Exam fees
- The Disability Discrimination Act (DDA), special needs and access arrangements
- Estimated grades
- Managing invigilators and exam days
- Candidates, clash candidates and special consideration
- Internal assessments and appeals against internal assessments
- Results, enquiries about results (EARs) and access to scripts (ATS)
- Certificates
- Appendix A Managing Controlled Assessment Policy
- Appendix B Enquiry About Results and Internal Appeal Procedure
- Appendix C Statement for Students
- Appendix D Risk Management Process
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.

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

Exam responsibilities

Head Teacher:

Has overall responsibility for the school/college as an exam centre;

The Examinations Officer:

- manages the administration of public and internal exams:
- 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 awarding bodies:
- oversees 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:
- 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:
- administers access arrangements and makes applications for special consideration using the JCQ publications on access arrangements, making reasonable adjustments and special consideration relating to candidates who may be eligible for adjustment in examinations:
- identifies and manages exam timetable clashes:
- accounts for income and expenditures relating to all exam costs/charges:
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams:
- submits candidates' coursework marks, tracks despatch 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 and subject teachers, any appeals/re-mark requests:
• maintains systems and processes to support the timely entry of candidates for their exams.
• advises on appeals and re-marks:
• is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*:
• processes post results enquiries:
• communicates with parents/exam boards on complaints and concerns:
• ensures all JCQ Policies are up to date and new policies are in place for the Examinations Inspectors’ visits to the Centre.

**The Associate Head is responsible for:**

• organises teaching and learning:
• manages external validation of courses followed at key stage 4/post-16.

**Faculty Leaders/Subject Leaders are responsible for:**

• advice on appeals and re-marks:
• guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries:
• informing the Examinations Officer of entries for the administration of internal exams:
• referring post-results requests to Exams Officer:
• accurate completion of coursework mark sheets and declaration sheets:
• accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

**The special educational needs coordinator (SENCo) is responsible for:**

• identification and testing of candidates’ requirements for access arrangements:
• informing the Examinations Officer of access arrangement requirements to assist the implementation of the arrangement for candidates during their examinations:
• the provision of additional trained help for candidates with dyslexia or hearing impairment and support with spelling, reading, mathematics, or essential skills, English for speakers of other languages and IT equipment – to help candidates achieve their course aims.

**Teachers are responsible for:**

• submission of candidates' names to heads of department/school/curriculum:
• applying access arrangements as required for candidates in controlled assessments.
Lead invigilator/invigilators are responsible for:

- collection of exam papers and other material from the exams office before the start of the exam:
- preparing the exam room for examinations, JCQ signs, candidate labels according to seating plans:
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office:
- assist in packaging and preparation for despatch to exam boards.

Candidates are responsible for:

- confirmation and signing of entries
- understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- completing the necessary request forms in examinations office for private re-sits and access to scripts following an exam result.

Administrative Staff are responsible for:

- posting of exam papers:
- assisting the exams officer or lead invigilator to contact candidates if they do not arrive for the examination at the set time.

The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, associate head, heads of curriculum, heads of faculty, heads of Sixth Form and senior leadership team.

The qualifications offered are GCE, functional skills and GCSE.

The statutory tests and qualifications offered are BTECs, GCSE, AS Levels, A levels, OCR Nationals, Cambridge Nationals, Cambridge International Examinations, Functional Skills (on-screen Tests), COPE, and CIEH Level 2 Food Safety in Catering.

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 specification from the previous year, the exams office must be informed by July of the academic year of delivery starting.

Informing the exams office of changes to a specification is the responsibility of the faculty leader.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo, subject teachers and head of subject.
At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during Year 12.

Exam seasons and timetables

External exams and assessments are scheduled in November, May, and June.

On-demand assessments can be scheduled only in windows agreed between the exams officer and the senior leadership team.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for external exams.

Entries, entry details and late entries and re-takes

Candidates are selected for their exam entries by heads of sixth form, heads of subject, heads of faculty, subject teachers.

Candidates or parents/carers can request a late subject entry, subject entry, change of level or withdrawal but will be expected to cover the cost of any such action.

The centre accepts external entries from former candidates only.

Entry deadlines are circulated to heads of department via email, and post

Late entries are authorised by heads of sixth form, heads of subject, heads of faculty, subject teachers and exams officer and are charged to the subject team.

GCSE re-sits will meet the GCSE 100% terminal rule (all units must be entered in the same examination series as certification).

Re-sit decisions will be made in consultation with candidates, subject teachers, and heads of faculty.

Retakes
Candidates are allowed 1 retake per subject in GCSE. Subject teachers and heads of faculty will decide if they wish to re-enter a candidate for a re-sit at AS and A level, otherwise the candidate is responsible for entry and payment of any such re-sit.

Exam fees

GCSE initial registration and entry exam fees are paid by the centre. Candidates will be charged if there is no legitimate reason for their absence such as illness or other unavoidable circumstance beyond their control.

AS and A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department, centre or candidates dependant on circumstances.

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.

Fee reimbursements will be sought from AS/A2 candidates who fail to sit an exam without good reason, or fail to meet the necessary coursework requirement. Candidates must pay re-take fees if they consistently miss lessons. This will be at the discretion of subject teacher and faculty team leader.

In the case of malpractice (cheating), fee re-imbursements will be sought from Parents of GCSE or GCE candidates for the units affected by the malpractice.

Disability Discrimination Act (DDA), special needs and access arrangements

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Access arrangements

A candidate's access arrangements requirement is determined by the SENCo, doctor, pastoral teacher and/or educational psychologist/specialist teacher.

The SENCo 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 SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Making access arrangements for candidates to take exams/controlled assessments is the responsibility of both the SENCo and exams officer.
Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo and the exams officer.

**Contingency planning**

Contingency planning for exams administration is the responsibility of the deputy head.

**Estimated grades**

Heads of subject and subject teachers are responsible for submitting estimated grades to the exams office when requested by the exams officer.

**Managing invigilators and exam days**

External invigilators will be used for external exam supervision.

Recruitment of invigilators is the responsibility of the exams office and centre administration.

Securing the necessary Disclosures (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.

**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 in line with JCQ regulations.

The lead invigilator will start all exams in accordance with JCQ guidelines.
Subject staff may 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 faculty team leaders within 24 hours of the exam session.

**Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately. They must be accompanied by a member of staff at all times.

Exams Officer, Centre Administration team and Form tutors are responsible for candidates who are late for their exams, or do not turn up at all. A late form must be completed on the candidates arrival at the centre and signed by centre staff and the parent.

**Clash candidates**

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

**Special consideration**

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 forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment

Controlled assessment replaces the largely discontinued term coursework.

It is the duty of heads of department to ensure that all controlled 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. (See Appendix 1 – Controlled assessment Policy).

Marks and appeals

Marks for all controlled assessed work and estimated grades are provided to the exams office by the subject teachers and faculty team leaders.

Appeals against internal assessments must be made by the deadlines set by the exam board. (ANNEX A Managing controlled Assessment Policy)

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

Candidates will receive individual result slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

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 the senior leadership team and the Examinations Officer.

The centre aggregates at the end of year 12 for AS grades, and at the end of Year 13 for A2. (See Appendix 2 – Enquiry About Results and Appeal Procedure).

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 candidate's consent is required before any EAR is requested.
When the centre does not uphold 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.

(Annex B Enquiry About Results and Internal Appeal Procedure)

**ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days’ scrutiny of the results.

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.

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

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

**Certificates**

Certificates are presented in person, posted (recorded delivery), or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by the candidate.

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for three years.

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Head of centre Exams officer
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Date Date

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The policy is next due for review on 01/09/2014
Appendix A

Managing Controlled Assessment Policy

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.

Heads of department/faculty

- Decide on the awarding body and specification for a particular GCSE.
- At the start of the academic year, begin coordinating with department subject teachers to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4) and within the awarding bodies assessment window.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand the requirements of the awarding body’s specification and are familiar with the relevant teachers’ notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school if applicable etc.)

  Ensure that all staff involved have a calendar of events.

Teaching Staff

- Understand and comply with the general guidelines contained in JCQ publication and awarding body specification for conducting controlled assessments, including subject-specific instructions, teachers’ notes or additional information on the awarding body’s website.
- Supply to the exams office details of all unit codes for controlled assessments.
• Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) via Exams Officer and ensure that such materials are stored in the department securely at all times.

• Ensure that all necessary materials are available well in advance for the completion of the controlled assessment.

• If the controlled assessment requires a bookable IT room inform the Exams Officer in order that necessary bookings can be made.

• Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

• Sign authentication forms and ensure that students sign on completion of an assessment prior to consignment to Exams officer for despatch to Exam Board.

• Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

• Retain candidates' work securely between assessment sessions (if more than one).

• Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

**Exams Office**

• Prepare and distribute mark sheets for teaching staff to use and enter Students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries via EDI.

• Enter students’ ‘cash-in’ codes for the terminal exam series.

• Liaise with the special educational needs coordinator (SENCO) regarding any information required for the administration and management of access arrangements.

• Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

• Where bookable IT rooms are necessary for the completion of the controlled assessment ensure rooms are booked in advance.

• Create, publish and update an internal appeals policy for controlled assessments in conjunction with SLT.

• Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
• On occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, on discussion with the faculty team leader/teacher and the senior leadership team.

Special educational needs coordinator/additional learning support

• Ensure access arrangements have been applied for.

• Work with Exams Officer and teaching staff to ensure requirements for candidates and support staff are met.

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Head of Centre Exams Officer

Date

This policy is next due for review on 1 September 2014
Appendix B

Enquiry about Results and Internal Appeal Procedure

Enquiry About Results

Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate’s consent is required before any EAR is requested.

If a result is queried, the exams officer and teaching staff will investigate the feasibility of asking for a re-mark at the centre’s expense.

When the centre does not support a candidate or parent’s request for an EAR, a candidate may apply to have an enquiry carried out. This can be arranged through the Examinations Officer. If a candidate requires this against the advice of subject staff, they will be charged the relevant Exam Board fee for this service.

Internal Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise students and parents of these procedures.

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgements themselves i.e. the actual marks/grades.

2. The appeal must be made in writing to the School’s Examinations Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

3. The Head Teacher will nominate a member of the Senior Leadership Team to lead the enquiry. The Examinations Officer, providing he/she has played no part in the original assessment process, and a School Governor acting as an independent member, will also be on the panel.

4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and ascertain whether or not the procedures have been properly followed as required by the Awarding Body concerned. The teacher concerned will see a copy of the appeal and will be able to respond in writing.

5. The enquiry will be completed by the end of June of that examination series.

6. The panel’s findings will be formally reported back to the candidate/parent/carer/teacher concerned at the beginning of July.

7. If the candidate is not happy with this written outcome, they can ask for a personal
hearing at which they can present their case. This hearing will be held in front of the same panel. **Both the teacher and the candidate concerned will have the opportunity to hear each other's submission to the panel.** The candidate may be accompanied by a parent.

8. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.
Appendix C

Statement for Students:

“If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer, Mrs O’Malley, as soon as possible”.

Internal Assessment Procedure – Appeals

PLEASE NOTE: appeals may be made regarding the procedures used in internal assessment but not the actual marks or grades submitted by the school for moderation by the awarding body

This is to let you know how to appeal about the procedures used in internal assessment for work that contributes to a GCSE/GCE award.

• The procedure at The Ridgeway School will be supervised by Mrs O’Malley.

• Any appeal will be considered by at least three members of The Ridgeway School staff, including the Examinations Officer and a member of the School’s Leadership Team

• You will be allowed to be supported in the presentation of your case by a parent, guardian, or friend.

• A written record of all appeals will be held in the Examinations Office. This will include a record of the outcome, including the reasons for that outcome. A copy will be sent to you.

• You must complete the relevant form by the 31st May. An internal Appeal will be resolved by the end of June.

• The Ridgeway School will inform the Awarding Body of the outcome of any appeal which has implications for the conduct of examinations.

How do I make an Appeal?

• You should seek advice from your tutor or relevant subject teacher.

• If you wish to make an Appeal, please fill in the ‘FORM FOR THE LOGGING OF STUDENTS’ COMPLAINTS’. A blank copy of this will be available from the Examinations Office.

• Return the completed form to Mrs O’Malley