

Dixons City Academy

Policy Documentation Policy: Exams Policy 2017/18

**Responsibility for Review: Vice Principal - Engagement & Progress & Examination Officer Date
of Last Review: November 2017**

DIXONS CITY ACADEMY

Exams Policy

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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

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 every two years.

This exam policy will be reviewed by the Vice Principal and the Examination Officer.

1.Exam responsibilities

Principal

Overall responsibility for the Academy as an exam centre:

Examination Officer

- manages the administration of public and internal exams
- provides the Awarding bodies with data on estimated entries
- maintains systems and processes to support the timely entry of candidates for their 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 exam boards
- 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
- administers access arrangements and liaises with Individual Needs Coordinator who 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 examinations
- consults with teaching staff to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines
- ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them
- line manages the exams invigilators, organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document; *Suspected malpractice in examinations and assessments*. (<http://www.jcq.org.uk>)
- receives, checks and stores securely all exam papers and completed scripts
- identifies and manages exam timetable clashes
- liaises with finance department concerning income and outgoings relating to all exam costs/charges

- prepares the data to allow the Senior Management Team (SMT) to analyse results achieved in relation to expected grades and comparable data for previous years, thus allowing them to indicate where future procedural improvements might be made
- organises for payment to be made through Parent Pay for entries remarks, access to scripts
- advises on appeals and re-marks
- distributes the controlled assessment record forms to heads of subject so that they can submit candidates' marks
- tracks and distributes returned controlled assessments to heads of subject
- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/re-mark requests from candidates or heads of subject
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Heads of department/subject

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- accurate completion of coursework mark sheets and declaration sheets and the dispatch to the appropriate Awarding body or marker – copies of all marksheets to be given to exam officers
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examination Officer
- to ensure that all procedures are followed in relation to classroom based exams set by boards and coursework

BTEC Quality Nominee

- liaises with programme leaders to ensure that all entries, paperwork etc are completed on time
- is the quality assurance coordinator for the courses

Teachers

- notification of access arrangements (as soon as possible after the start of the course) to Individual Needs Co-ordinator
- submission of candidate names to heads of department

Individual Needs Co-ordinator

- administration of access arrangements, keeping the exam officers informed at all stages.
- identification and testing of candidates' requirements for access arrangements, with specialist teacher
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims
- management of extra time allowances

Invigilators

- collection of exam papers and other material from the exams office before the start of the exam
- follow the guidelines as stated in the JCQ documentation
- collection of all exam papers in the correct order at the end of the exam and their return to the general office
- seating plans and attendance lists filed in the exam office

Candidates

- confirmation and signing of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- aware of the malpractice issues surrounding all examinations and coursework – JCQ documentation

Administrative staff

- support for the input of data and support on results days
- ensure security of all incoming exam post to the building
- posting of exam papers
- exam notice board is up-to-date

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the SMT.

The statutory tests and qualifications offered are GCSE, A levels, Business & Technology Education Council (BTEC) Diploma, Certificate, Extended Certificate and Oxford Cambridge and RSA (OCR) Nationals, CIDA, LIBF Finance Exams

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 by 30th June.

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

AS qualifications are now stand alone and no longer contribute toward the overall GCE. 'A' level qualifications, BTEC & OCR Nationals are all 2 year courses.

3. Exam seasons and timetables

Exam seasons

Internal exams are scheduled as follows:

Year 11 – December

Year 12 & 13 – January/February

Year 7, 8 9 & 10 - June

All internal exams are held under external exam conditions

External exams are scheduled in November, January (limited subjects), March (limited subjects), May and June

LIBF Tests take place at certain times of the year

BTEC on-screen testing takes place throughout the year.

Timetables

The Examination Officer will circulate the exam timetables for both external and internal exams once these are confirmed and when any clashes have been resolved

4. Entries, entry details, late entries and retakes

Entries

- The level of entry is decided by the subject teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal, but must discuss these matters with the appropriate head of subject.
- The centre accepts external entries from former candidates only.

Late entries

- Entry deadlines are circulated to heads of department via email.
- Late entries are requested by student, signed by teacher.
- Entries are put on the system once the student has completed the form and paid or completed the relevant documentation if going through the Bursary system.
- List of late entries given to staff for checking.

Retakes

- Retake decisions will be made in consultation with the candidates, subject teachers, the heads of department and based on the availability of the subject.(see also section 5: Exam fees).

5. Exam fees

- GCSE initial entry exam fees are paid by the centre
- OCR National initial registrations are paid by the centre
- A Level initial entry exam fees are paid by the centre
- BTEC initial registration and exam fees are paid by the centre

- 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. However after the deadline the costs must be met by the candidate or department, depending on who made the request.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- Retake fees for first and any subsequent retakes are paid by the candidates (see also section 4.3: Retakes)
- Candidates must pay the fee for an enquiry about a result, if it is at the candidate's request. Departments may request an enquiry and pay for this, but this must be agreed by the candidate. (see also section Enquiries about results [EARs])

6. The Equalities Act and Special Needs

The Equalities Act 2010 extends the application of the Equalities Act to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

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

Access arrangements

- Making special arrangements for candidates to take exams is the responsibility of the Individual Needs Co-ordinator
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Individual Needs Co-ordinator
- Rooming for access arrangement candidates will be arranged by the Exam Officer, Assistant Individual Needs Co-ordinator & Cover Manager.
- Invigilation and support for access arrangement candidates will be organised by the Examination Officer and Assistant Individual Needs Co-ordinator

7. Managing invigilators and exam days

Managing invigilators

- External invigilators will be used for exam supervision whenever possible. They will be used for all written exams.
- The recruitment of invigilators is the responsibility of the exams office.
- Securing the necessary Disclosure and Barring Service (DBS) 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 office.
- Invigilators' rates of pay are set SMT.
- The Examination 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.
- Invigilators will be responsible for all exams and will start and end exams in accordance with JCQ guidelines if the exams officer is not present.
- Subject staff should be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted, nor look at the exam paper whilst in the room.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam question papers must not be read by subject teachers or removed from the exam room before the end of a session.

8. Candidates, exam clashes and special consideration

- 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 the invigilation team must accompany them.
- Head of Year and Examination Officer are responsible for candidates who are late for their exams, or do not turn up at all.

Exam Clashes

The Examination Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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 Examination Officer will then complete special consideration request online to the relevant awarding body within seven days of the exam.

9. Controlled Assessment and appeals against internal assessments

Controlled Assessment

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Heads of department will ensure all controlled assessment is ready for despatch at the correct time and the centre administration will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are entered onto the exam boards secure website by the heads of subject or the heads of department.

Appeals against internal assessments

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

The main points are:

- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals will only be accepted if they apply to the process leading to an assessment. There is no subsequent appeal against the revised mark or grade awarded.
- Appeals should be made in writing to the Examination Officer & Vice Principal who will decide whether the process used conformed to the necessary requirements. The Principal will be informed.
- The centre's findings will be notified in writing, copied to the Principal and recorded for awarding body inspection.

10. Results, enquiries about results (EARS) and access to scripts (ATS)

Results

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

- Arrangements for the Academy to be open on results days are made by SMT.
- The provision of staff on results days is the responsibility of the SMT.

EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Students must go through their school should they wish to request a remark.

ATS

- After the release of results, candidates may ask subject staff to request the return of papers within the deadline dates of the results. Candidates are required to pay the fee for this service.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Any scripts must be stored securely and not issued to students to take out of the classroom. All names should be deleted from the scripts.
- GCSE reviews of marking cannot be applied for once a script has been returned.

11. Certificates

- Certificates are presented in person, posted (first class, 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.
- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for one year after this time they are returned to the exam board where they are destroyed.
- If a student loses their certificate then they should apply to the exam board for a replacement. There is a form on each of the exam board websites to complete and there will be a cost implication.