

SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST



EXAMINATIONS POLICY

CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
03/04/2019	1.0	Reviewed by the Board – No Changes

Next Review	April 2021
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AUTHORISATION

Approved at Board Meeting 3rd April 2019

Signed:



3 April 2019.

Chair of Board

Date

Examinations Policy & Procedure

Introduction

The aim of the policy is to ensure that all examinations that take place within the Sir Graham Balfour Multi-Academy Trust (SGBMAT) are within Pearson and JCQ guidelines, and that there is no examination malpractice.

Aim

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.
- to ensure BTEC internal and external assessments take place within Pearson and JCQ expectations

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

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

This policy should be read in conjunction with the Business Continuity Policy (BCP).

Key Elements

Exam Responsibilities

The Head of Centre:

- has overall responsibility for the school/college 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.

Exams Support Officer

- manages the administration of internal exams and external exams
- manages the administration of BTEC learner registration and certification
- 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.

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- 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.
- maintains appropriate operational procedures for the timely and accurate registration of learners on all BTEC provision
- checks that BTEC registration is correct
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- 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.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- checks BTEC certification whilst verifying against assessment records

Heads of Faculty & Lead Teachers 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 Special Educational Needs Coordinator (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 put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).

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- working with the exams officer to provide the access arrangements required by candidates in exams rooms.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process

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 before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

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

Qualifications Offered

The qualifications offered at each centre are decided by the Head of Centre and approved by the SGBMAT.

The types of qualifications offered are GCE, Functional skills, GCSE, BTEC and Entry level.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by June of the previous year.

Informing the exams office of changes to a specification is the responsibility of the Head of centre, Assistant Head i/c of TMI (data) Heads of faculty and Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers.

Exam Series

Pre-public exams are scheduled throughout the year. Current arrangements are as follows in Sir Graham Balfour School. All subjects are to take place, as per public exams, for years 10 & year 11. Students in Y7, Y8 & Y9 sit English, Maths and Science mid-term tests, as per public exams, all other mid-terms test take place in the classroom.

External exams and assessments are scheduled in May & June.

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Pre-public exams are held under external exam conditions.

The Assistant Headteacher in charge of exams and Heads of Faculty decide which exam series are used in the centre.

Exam Timetables

Once confirmed, the exams secretary will circulate the exam timetables for pre-public and public exams at a specified date before each series begins.

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by the Head of sixth form, Heads of faculty/department and Heads of subject.

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

The centre accepts entries from private candidates.

The centre acts as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings, internal post/pigeon hole.

Heads of department/curriculum 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, in writing, of LG Faculty Link.

GCSE re-sits only take place for students in Y12.

AS re-sits are allowed where appropriate.

A level re-sits are allowed, where this happens a student must be on the school role, a student make re-take A2 examinations as an external student.

Functional skills re-sits/retakes are

Re-sit decisions will be made by Heads of Faculty in consultation with Assistant Headteacher in charge of examinations.

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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 for each exams series.

GCSE entry exam fees are paid by the centre.

AS entry exam fees are paid by the centre.

A level entry exam fees are paid by the centre.

Principal Learning entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department/schools..

Fee reimbursements are sought from candidates:

- if they fail to sit an exam

Re-sit fees are paid by the candidates except in the case where the school requests the re-sit to take place.

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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Assistant Headteacher in charge of examinations.

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.

A candidate's access arrangements requirement is determined by the SENCo.

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

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

Rooming for access arrangement candidates will be arranged by the SENCo.

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

Contingency Planning

Contingency planning for exams administration is the responsibility of the Assistant Headteacher in charge of examinations and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

In the event that the Examination Support Officer is absent the Assistant Headteacher in charge of Examinations and/or the Senior Invigilator will act in her place.

In the event of long term illness of the Examinations Support Officer the Assistant Headteacher in charge of Examinations will source an Examinations Support Officer from a partner school to support the Senior Administration Officer and Leadership Group PA who both already have a knowledge and understanding of examinations. They will be supported by Assistant Headteacher in charge of examinations.

The SENCo role will be covered in the same way – Assistant Headteacher in charge of examinations to source a SENCo from a partner school to support the workings of HLTA and Assistant Headteacher in charge of examinations.

The school has a reciprocal arrangement with all the Stafford High Schools that in the event of a closure due to fire, flood etc. other centres will hold external examinations.

Contact details for the exam boards & JCQ are held by the Headteacher, Assistant headteacher i/c of examinations and the Exam Secretary during the examination period so that in the event of a disaster they can be contacted regarding advice.

Private Candidates

Managing private candidates is the responsibility of the Examination Support Officer in conjunction with the Assistant Headteacher in charge of examinations.

Estimated Grades

Heads of Faculty & Lead teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

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Managing Invigilators

External staff will not be used to invigilate examinations.

These invigilators will be used for pre-public and public examinations..

Recruitment of invigilators is the responsibility of the Assistant Headteacher in charge of examinations in conjunction with Examination Support Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Assistant Headteacher in charge of examinations.

DBS fees for securing such clearance are paid by the centre.

Invigilators' rates of pay are set by the Assistant Headteacher in charge of examinations and the Bursar.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Support Officer and Senior Invigilator.

Malpractice

The Head of Centre in consultation with Exam Support Officer is responsible for investigating suspected malpractice.

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 staff is responsible for setting up the allocated rooms, and will be advised of requirements 4 weeks in advance, where possible.

The Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam in the dining hall but are not allowed into the examination room. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room 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 and no later than 24 hours after candidates have completed them.

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After an exam, the exams secretary will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

The Assistant Headteacher in charge of exams in conjunction with Examinations Support Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by members of LG.

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 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 Examinations Support Officer and Senior Invigilator.

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

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

Clash Candidates

The Examinations Support Officer 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 Examinations Support Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

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Internal Assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will not assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Teachers submit internal assessment marks electronically to exam board, or complete the mark sheet and return it to Examinations Support Officer to post.

Appeals Against Internal Assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results

Candidates will receive individual results slips on results days:

- in person at the centre
- by post to their home address if they are not collected on the day
- for another party to be able to collect results the student must provide written confirmation

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Assistant Headteacher in charge of examinations.

The provision of the necessary staff on results days is the responsibility of the Assistant Headteacher in charge of examinations.

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 where the centre feels it is beneficial and by the student where there is no direct recommendation by the centre.

All decisions on whether to make an application for an EAR will be made by Head of Centre in conjunction with Assistant Headteacher in charge of examinations.

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.

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All processing of EARs will be the responsibility of the Examinations Support 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 30 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.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre or candidate (depending who makes the request).

Processing of requests for ATS will be the responsibility of examination Secretary.

Certificates

Candidates will receive their certificates:

- in person at the centre
- posted (first class)
- collected and signed for

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 4 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be supplied be issued if a candidate agrees to pay the costs incurred.

Monitoring and Evaluation

The Staffing and Standards Sub-committee of the MAT Board will formally review this policy every four years or more frequently if circumstances or legislation suggest it is appropriate.