

Examinations Policy

Bright Futures Educational Trust Vision

Our vision is to create a world class education within our academies to enable every pupil and student to realise their full potential and, in particular, their full academic potential.

Rationale

An examinations policy is crucial to ensure that all examinations adhere to the JCQ code and to enable the smooth and effective running of the examination period.

Aims

- 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 annually by the head of centre and the exams officer.

1. Exam responsibilities

1.1 Head of Centre

The Head of Centre has an overall responsibility for the Academy as an exam centre. The Head of Centre:

- 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 Assessment').

1.2 Examination Officer

The Examination Officer manages the administration of public and internal exams and analysis of exam results. The Exams Officer:

- Advises SLT, subject teachers, form 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/carers are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework/controlled assessment 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 (Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations).
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Prepares and presents reports to the ALT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessment 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 ALT, any appeals/re-mark requests.

- Maintains systems and processes to support the timely entry of candidates for their exams.
- 1.3 Assistant Principal Outcomes
The Assistant Principal for Outcomes is responsible for the:
- External validation of courses followed at Key Stage 4
 - Supports the Examination Officer in the organisational processes for examinations.
- 1.4 Subject Leader
Subject Leaders are responsible for the:
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
 - Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
 - Post-results analysis procedures and reports.
 - Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- 1.5 Subject Teachers
Subject teachers are responsible for the:
- Submission of entries for candidates' to heads of subject/Examinations Officer (where appropriate).
 - Notification of access arrangements to The SENDCO (as soon as possible after the start of the course).
- 1.6 SENDCO
The SENDCO is responsible for the:
- 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 maximum progress gains.
- 1.7 Lead invigilator/invigilators
The Lead Invigilator(s) are responsible for the:
- 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.
- 1.8 Candidates
The candidates are responsible for the:
- Confirmation and signing of entries.
 - Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
 - Ensuring the attend examinations in a timely manner.
 - Adhering to examination regulations throughout their examinations.

2. The statutory tests and qualifications offered

- 2.1 The statutory tests and qualifications offered at this centre are decided by the head of centre, SLT and the heads of subject. The statutory tests and qualifications offered are: GCSE, Vcerts and BTEC. 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 to ensure accurate entries are made.
- 2.2 Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENDCO, subject teachers, the heads of subject and SLT.

3. Exam seasons and timetables

- 3.1 Exam seasons:
- Internal exams are scheduled as per the Academy assessment calendar.
 - External exams are scheduled from April to June.
 - All internal exams are held under external exam conditions.
- 3.2 Timetables:
- Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

- 4.1 Entries:
- Candidates are selected for their exam entries by the heads of subject and the subject teachers.
 - Candidates, or parents/carers, can request a subject entry, change of level or withdrawal in consultation with the Assistant Principal Achievement.
 - The centre does accept entries from external candidates.
- 4.2 Late entries:
- Entry deadlines are circulated to heads of subject via email and notice boards.
 - Late entries are authorised by the heads of subject and Examination Officer.

5. Exam fees

- 5.1 The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by subjects. Candidates or subjects 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.

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

- 6.1 DDA
- 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.
- 6.2 SEND:
- A candidate's special needs requirements are determined by the SENDCO and educational psychologist / specialist teacher. The SENDCO 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 SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

- 6.3 Access arrangements:
- Making special arrangements for candidates to take exams is the responsibility of the Examination Officer.
 - Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer.
 - Rooming for access arrangement candidates will be arranged by the SENDCO with the exams officer. Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Examination Officer.

7. Estimated grades

- The heads of subject will submit estimated grades to the Examination Officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators:

- Some external invigilators will be used for external exams.
- The recruitment of invigilators is the responsibility of the Examination Officer.
- Securing the necessary Disclosure and Barred 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 BFet.

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 invigilators.
- Site management is responsible for setting up the allocated rooms.
- 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 are to be attempted.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Subject content contained within exam papers must not be read by any staff present in the exam room or removed from the exam room before the end of a session. Papers will be distributed to heads of subject 24 hours after the end of the exam session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required, based on JCQ and exam board regulations..

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.
- Support staff will phone a candidate who hasn't turned up for an exam. They will then bring them to the examination room if they are within the permitted time limits set by the awarding bodies. Support staff are responsible for candidates who are late for their exams.

9.2 Clash candidates:

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

9.3 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 Examination 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 a letter from the candidate's doctor.
- The Examination Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework/controlled assessment and appeals against internal assessments

10.1 Coursework/controlled assessment:

- Candidates who have to prepare coursework/controlled assessment should do so by the end of the course.
- Heads of subject will ensure all coursework/controlled assessment is ready for despatch at the correct time.
- The exams officer will keep a record of what coursework/controlled assessment has been sent when and to whom.
- Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers.

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.
- Arrangements for the Academy 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 head of centre.

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.
- 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.
- 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 ad of subject staff, they will be charged.

11.3 ATS:

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- 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 a script has been returned (See also section 5: Exam fees).

12. Certificates

12.1 Candidates will be presented with certificates:

- Certificates are presented in person.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- Certificates can be collected from the school. A signature is required before any certificates are issued in this manner.
- Certificates issued in this way are the responsibility of the candidate.
- Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
- The centre retains certificates for six years.

13. Administration of Controlled assessments

13.1 An outline of suggested tasks for each subject will generally be issued in the spring and in the autumn. The standard deadline for the submission of Controlled Assessment tasks for June series is early May.

13.2 Control Levels:

- High level of control (formal supervision) – Written Tasks. Students must be in direct sight of the supervisor at all times. The use of resources is tightly prescribed, with 1 A4 sheet of brief notes. Students must complete all work independently and must not communicate with each other. No assistance can be given to students.
- Medium level of control (informal supervision) – Speaking and Listening. Students do not have to be directly supervised at all times but there must be a sufficient level of supervision to ensure that work can be authenticated. This means that teachers must ensure that the students work is their own, that plagiarism does not take place and that the contributions of individual students are recorded accurately. Students have access to resources, can work together and can receive limited teacher guidance.

13.2 Storage of work:

- All assessment materials, including mark schemes and student work must be stored securely in the centre throughout the assessment process. This normally means a locked cabinet or cupboard.
- In some cases, for example where students are producing artefacts in Design and Technology or artwork in Art & Design, the locked classroom, studio or workshop will count as secure storage

13.3 Work produced over several sessions must be:

- Collected in at the end of each session.
- Stored securely, including, as appropriate to the subject, research folders/diaries.

13.4 Work produced electronically must be:

- Saved securely to ensure students cannot amend the saved material between sessions.
- Stored on a memory stick etc and collected in after each session.

13.5 The reference material and resources for each subject vary and teachers should refer to the relevant specification for further guidance. For medium control, students may have unlimited access to any print and electronic resources that are available to and within centres. During high control write-up sessions, the use of resources is tightly prescribed. Students will normally have access to brief notes only. Students are not allowed to have access to the internet, e-mail or memory sticks.

13.6 All students must confirm that the work they submit for assessment is their own by signing the Candidate Record Form (CRF). A completed CRF for each student must be attached to their work.

14. Marking and appeals

14.1 South Shore Academy is committed to ensuring that the assessment of students' work for external qualifications is done fairly, accurately, consistently and in accordance with the specification for the qualification concerned.

14.2 Assessments will be carried out by experienced staff that have the appropriate knowledge, understanding and skills to carry out their duties. Students' work should be produced and authenticated according the requirements of the examinations board. Where work is marked by more than one member of staff, consistency will be assured by internal moderation and standardisation. If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade. The existence of this procedure is made known to students through the use of Notice Boards. The appeals procedure is led and managed by the Examination Officer to ensure:

- Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.
- Appeals should be made in writing to the Examinations Officer, who will investigate the appeal.
- The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series.
- Candidates will be informed in writing of the outcome of the appeal.
- The outcome of the appeal will be made known to the Principal, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
- Work that has been assessed internally is moderated by the external moderator who is appointed by the relevant examinations board. Moderators can change the marks awarded for internally assessed work. This is outside the control of the Academy. If you have concerns about it, please ask the Examination Officer for a copy of the appeals procedure of the relevant examinations board.

14.3 A pupil or parent/carer wishing to appeal should contact the Examination Officer as soon as possible to discuss the appeal. The Examination Officer will then advise them of the most appropriate grounds for appeal and a written appeal on the Appeal Form (Appendix 1) should be submitted. This must be received by the Examination Officer within 10 school days of the assessment exercise or the disputed mark being notified to the student.

14.4 On receipt of a written appeal, the appeals procedure will operate as set out below:

- If the appeal is against the procedures used then an enquiry into the internal assessment will be conducted by the Examination Officer. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body. The applicant will be informed in writing within 5 working days of the outcome of the appeal. The written report will include details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.
- If the appeal is against the Marking or if a candidate appealing against the procedure feels that he/she does not agree with the report: The unit or coursework will be re-marked by the internal verifier or head of subject as appropriate who will write a report on the re-mark. This will be available to the candidate within 5 working days of the second step being initiated.
- If the candidate feels that their grounds for appeal have still not been addressed: They may appeal in the final instance to the Principal who will request a report from the original marker. On the basis of the two markers' reports and the report from the Examination Officer the Principal will either uphold the original mark or ask for a third member of staff to perform a re-mark. The outcome of this re-mark will be final, regardless of whether the marks awarded are above or below the original mark and the applicant will be informed in writing of the outcome.

15. Access Arrangements Policy – Responsibilities and considerations.

15.1 The Class Teacher will:

- Identify as soon as possible a pupil who you think may benefit from Access Arrangements.
- Inform the Head of Subject.
- Access Arrangements will only be allowed for a pupil if they form part of their normal way of working in the classroom.

15.2 The Head of Subject will:

- Inform the SENDCO and Examinations Officer straight away for a pupil who you think may benefit from access arrangements so that they have time to put testing and arrangements in place. Collect evidence to support the request for access arrangements using the JCQ Form 8 and pass this straight away to the SENDCO and the Examination Officer.

- 15.3 The SENDCO will:
- Arrange for the testing of pupils that have been identified by a teacher as needing access arrangements as soon as possible. Give the results of all tests and all evidence to the Examination Officer as soon as possible. Final date for submission is 21 February 2017
- 15.4 Associate SEN staff will:
- Liaise with the Examination Officer.
 - Collect entry lists for examinations and individual candidate timetables from the Examination Officer.
 - Organise the rooms, invigilators, readers, scribes etc for pupils that require access arrangements.
 - Set the examination rooms up in accordance with JCQ regulations.
- 15.5 The Attendance Officer will:
- Collect any vulnerable pupils and bring into the Academy on the day of the examination.
 - Be at the main examination room before the pupils enter.

16. Invigilation Guidance

- 16.1 Invigilators must ensure that:
- Candidates enter the room in silence.
 - Candidates leave all coats and bags at the side or the back of the room (depending on the layout).
 - All bottles of water have had the labels removed.
 - Mobile phones (and any other electronic de) have been switched off and handed in.
 - No unauthorised material is on the desks.
 - Candidates have been given the correct paper.
 - Candidates use a black pen unless otherwise instructed.
 - Candidates complete the front cover of the examination paper correctly.
 - Examination papers are opened only when all the candidates are seated and silent.
 - Only the instructions on the front cover of the examination paper are read to the candidates.
 - Candidates are reminded about the evacuation procedure.
 - They do not leave the room once they have read the examination paper.
 - The candidate details card is placed in the top left hand corner of the desk so that it can be clearly seen by a JCQ inspector.
 - The start time and the finish time have been correctly written on the board.
 - The clock is working properly.
 - All concentration into invigilating the examination. Moving around the room frequently and make sure that they are solely focused on watching the candidates.
 - If a candidate has used an authorised additional answer booklet they have completed the front cover correctly.
 - If a candidate drops something they pick it up for them straight away.
 - At the end of the examination candidates put all the equipment (apart from calculators) back into the bags.

Reviewed May 2017

South Shore Academy

Internal Examination Appeals Request

Student name		Form	
Title of Course			
Unit/Module Title		Marks Awarded	
Grounds for Appeal			
Signed		Date	