



## **THE JUBILEE ACADEMY**

*Aspire and Achieve*

**Title:** Exams Policy

**Date Approved:** July 2013

**Date Last Reviewed:** September 2021

**Status:** Statutory

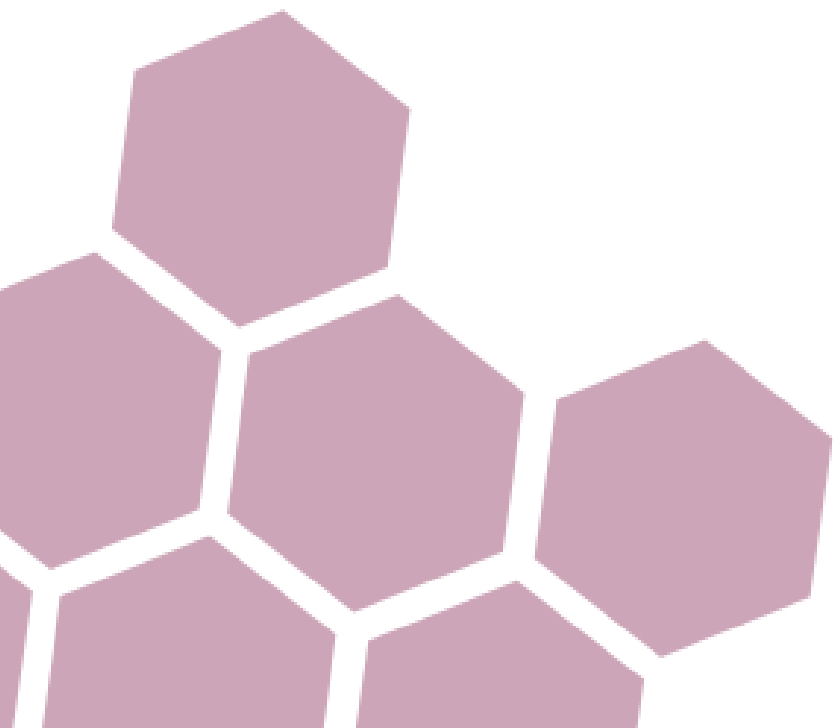
**Delegation:** Exams Manager

**Review Frequency:** Annually

**Policy Locations:** Website/Staff Shared Drive/Hard Copy

**Next Review Date:** September 2022

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2. **The statutory tests and qualifications offered**
3. **Exam seasons and timetables**
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# Exam Policy

## The Policy Purpose

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to.
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance, and instructions, thus always maintaining the integrity and security of the exam/assessment system.
- exam candidates understand the exams process and what is expected of them

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

The JCQ (Joint Council for Qualifications) provides information on all aspects of public examinations. <http://www.jcq.org.uk/exams-office> and the school follows JCQ protocols regarding the administration of all public examinations.

The exams policy will be reviewed annually.

The exams policy will be reviewed by the Head of School and Exams Manager.

## Roles and responsibilities overview

### 1.1 Head of Centre

The head of centre, at The Jubilee Academy is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments.

- advises on appeals and re-marks.
- the head of centre (with the Exams Manager) is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected malpractice in examinations and assessments (<http://www.jcq.org.uk/exams-office/malpractice>)

### 1.2 Exams Manager

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

- Reports on all related matters to the Head of School and acts upon his/her instructions. The Head of School retains ultimate decision-making authority over all matters
- 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.
- Communicates regularly with staff concerning imminent deadlines and events

- Administration of public examination entries and results
- Organisation of examination timetables and examination sessions as per the JCQ regulations
- Ensures that candidates and their parents are informed and understand those aspects of the exam timetable that will affect them.
- Provides detailed data on estimated entries to appropriate exam boards.
- Consults with teaching staff to ensure that necessary coursework/assessments are completed on time and in accordance with JCQ guidelines.
- Receives, records, checks and stores securely all exam papers and completed scripts.
- Administers, in conjunction with the SENCO, 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.
- Applications for special considerations following the regulations in the JCQ publications.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the organising, recruitment, training and monitoring of a team of invigilators responsible for the conduct of exam
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Assists when requested by departments to submit candidates' coursework marks, tracks despatch and stores returned coursework, and any other material required by the appropriate awarding bodies correctly and on schedule to the exam boards prior to published deadlines
- 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
- Ensure invigilators are fully trained.
- Carry out responsibilities as per non-examination assessment policy.

### 1.3 Deputy Headteacher:

- Organisation of teaching and learning
- External validation of courses followed at key stage 4.
- the deputy heads (with the head of centre and Exams Manager) is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected malpractice in examinations and assessments (<http://www.jcq.org.uk/exams-office/malpractice>)
- carry out responsibilities as per non-examination assessment policy.

### 1.4 Heads of Department:

- Provide accurate and timely information of syllabus, including Board and appropriate codes
- Confirm and monitor departmental entries
- Guidance and pastoral oversight of candidates, who are unsure about exam entries or amendments to entries
- Inform Exams Manager of any amendments, and/or withdrawals in advance of the published deadlines

- 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
- Inform Exams Manager of any additional requirements, such as alternative rooms, double desks etc
- Liaise with Exams Manager, regarding dates for practical assessments
- Liaise with Exams Manager, regarding dates for internal/external moderation
- Liaise with Exams Manager to inform parents of all controlled assessments, practical exams and orals;
- Involvement in post-results procedures.

### **1.5 Head of careers:**

- Guidance and careers information.

### **1.6 Teaching Staff:**

- Notification of access arrangement requirements (as soon as possible after the start of the course) to SENCO
- Submission of entries via Head of Department
- Submission of forecast grades via Head of Department
- Informing, in writing, the Exams Manager of any pupil concerns e.g. attendance/incomplete or missed assessments.

### **1.7 SENCO**

- 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
- Liaising with Exams Manager about access arrangements
- Organising appropriate training for staff involved in access arrangements.

### **1.8 Reception staff:**

- Support the Exams Manager in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

### **1.9 Site staff**

- Support the Exams Manager in relevant matters relating to exam rooms and resources

### **1.10 Lead invigilator/invigilators:**

- Attend/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Collection of exam papers and other material from the exam's 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 exam's office, or until collected by Exams Manager
- Refer to and work in accordance to the school's Invigilation Policy

## **2 Qualifications**

### **2.1 Qualifications offered**

The qualifications offered at this centre are decided by the Head of School.

The qualifications offered, currently, are GCSE and OCR Nationals and BTECs.

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 Manager must be informed by the end of June of the preceding year.

At Key Stage 4:

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

Informing the Exams Manager of changes to a syllabus is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, subject teachers, and Head of subject.

## **3 Exam series and timetables**

### **3.1 Exam seasons**

Internal exams and assessments are scheduled in November and March.

External exams and assessments are scheduled in January, March, May and June.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Head of Centre and the Senior Leadership Team.

### **3.2 Timetable**

Once confirmed, the Exams Manager will circulate the exam timetable for external and internal exams, and ensure the school communicates this to parents.

## **4 Entries, entry details and late entries**

### **4.1 Entries**

Candidates are selected for their exam entries by the subject teachers.

The centre does not act as an exam centre for other organisations.

### **4.2 Late entries**

Entry deadlines are circulated to teachers by the Exams Manager.

Late entries are authorised by the Exams Manager, but late entry fees must be paid for by the subject department.

### **4.3 Retakes**

The school does not usually accommodate retakes:

Exception: The Autumn 2020 and retake season is an exceptional circumstance due to the cancellation of the Summer 2020 exams and so will follow the government guidelines put in place at the time. Candidates must still submit their retake request to the Exams Manager before the centre deadline.

### **4.4 Withdrawal**

An entry from an exam may be withdrawn after discussion with the Head of Department and authorised by the Head of School.

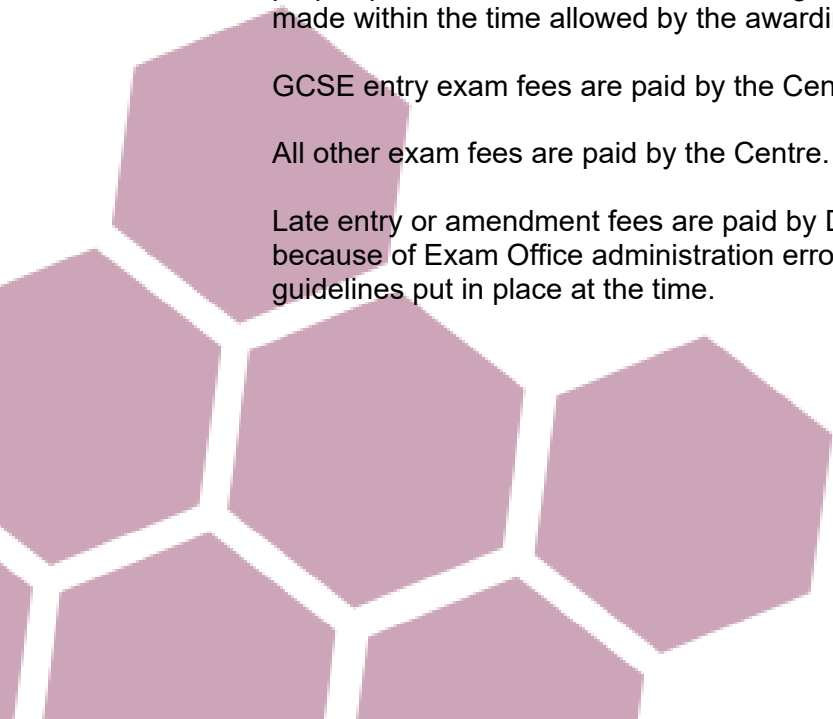
## **5 Exam Fees**

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.

GCSE entry exam fees are paid by the Centre.

All other exam fees are paid by the Centre.

Late entry or amendment fees are paid by Departments or Parents/Carers unless they are because of Exam Office administration error and or in accordance with government guidelines put in place at the time.



## **6 Disability Discrimination Act**

### **6.1 DDA**

All exam centre staff must ensure that they meet the requirements of the Disability & The Equality Act 2010.

A person has a disability for the purposes of the Act if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the Act by ensuring that the exams centre is accessible and improving candidate experience.

All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. The JCQ document 'Access Arrangements, Reasonable Adjustments and Special Considerations' provides detail on all aspects of these arrangements. (<http://www.jcq.org.uk/examsoffice/access-arrangements-and-special-consideration>)

This is the responsibility of the Head of School.

### **6.2 Special needs**

A candidate's special needs requirements are determined by the SENCO, doctor, and the 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 may be granted during the course and in the exam.

### **6.3 Access arrangements**

Access arrangements are put in place to allow students with special educational needs, a physical disability, a long-term medical condition, a psychological condition, or temporary injury to access the examination / assessment.

Examples of access arrangements may include a modified examination paper, extra time, or supervised rest breaks. In general, these must be applied for and agreed well in advance of an assessment.

Making special arrangements for candidates to take exams is the responsibility of the SENCO. Duly completed and signed Form 8's is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager. Rooming for access arrangement candidates will be arranged by the SENCO with the exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Manager.

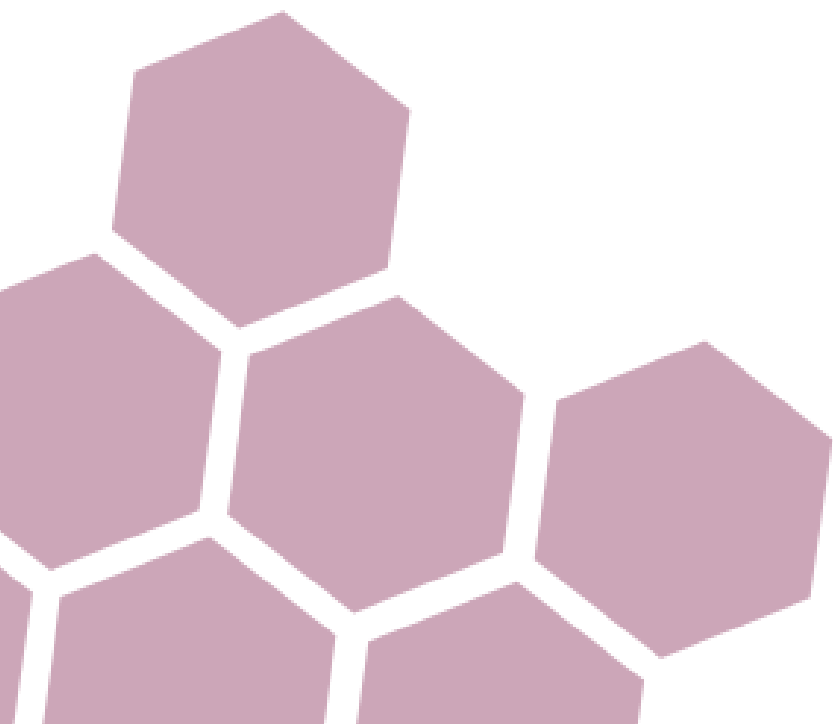


### **6.3 Contingency planning**

Contingency planning for exams administration is the responsibility of the Exams Manager.

### **6.4 Private candidates**

Managing private candidates is the responsibility of the Exams Manager.



## **7 Managing Invigilators**

### **7.1 Managing invigilators.**

External staff, Learning Champions and support staff are used to invigilate examinations. These invigilators will be used for both internal and external exams.

Recruitment of invigilators is the responsibility of the SBM HR and Exams Manager.

Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration.

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators' rates of pay are set by the centre administration.

Invigilators will be made aware of the Covid-19 risk assessment and are expected to follow this in line with current government guidelines.

### **7.2 Exam days**

The Exams Manager 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 Staff are responsible for setting up the allocated rooms in consultation with the Exams Manager.

The lead invigilator or Exams Manager will start all exams in accordance with JCQ guidelines.

The Exams Manager will 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/technical 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. Papers can be collected from the Exams Office 24 hours after the exam.



## 8 Candidates' responsibilities, clash candidates and special considerations

### 8.1 Candidates responsibilities

- checking and confirming their examination entries on their statement of entry.
- the JCQ document 'Instructions for conducting public examinations' <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> details the responsibilities of the centre and the regulations to which all candidates must adhere.
- the centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices always apply.
- public examination briefings will be provided for candidates and all candidates will be made aware of the school policy and expectations by the school (also published on school website).
- the school rules apply to all candidates taking public examinations.
- 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 are expected to stay for the full exam time at the discretion of the Exams Manager.
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be always accompanied by a member of staff.
- The Exams Manager is responsible for handling late or absent candidates on exam day, or subsequently in accordance with JCQ guidelines.
- For clash candidates, the supervision of escorts, identifying a secure venue, and arranging overnight supervision, is the responsibility of the Exams Manager.
- 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 Exams Manager or the examination invigilator, to that effect. If a candidate is unwell before or during an examination, they will be referred to the Deputy Headteacher for Personal Development and Houseparent who will advise whether the candidate is well enough to sit, or continue, the examination.
- Students will be made aware of the Covid-19 risk assessment and are expected to follow this in line with current government guidelines.
- 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.

## **8.1 Clash Candidates**

The Exam Manager will be responsible as necessary for identifying supervision, identifying a secure venue, and arranging overnight stays or seeking overnight supervision order from the parents and applying to the appropriate exam board.

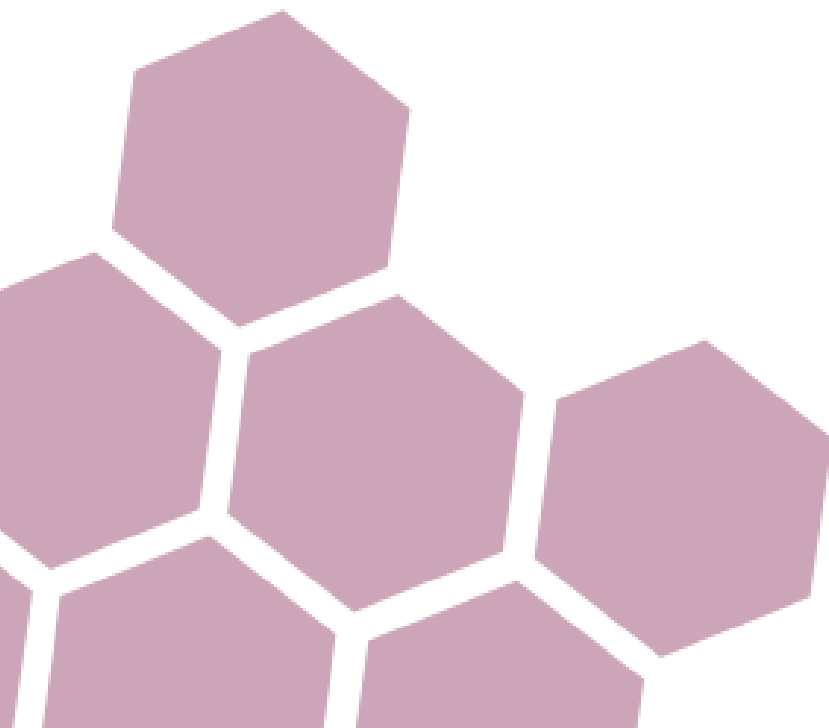
## **8.1 Candidates responsibilities**

Special consideration is a post-examination adjustment to a student's mark or grade applied when their performance in an assessment / examination has been adversely affected by an event beyond their control. For example, a temporary illness or emotional issue, a bereavement, or a domestic crisis.

Applications for special considerations will be identified via by Heads of Year, SENCO, Welfare and will be reported to the Exams Manager to make the application.

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



## 9 Non – examination assessments/ review of marking/ appeals

### 9.1 Non- examination assessments

Refer to separate non-examination assessments policy.

It is the duty of Heads of Department to ensure that all non-examination assessments are ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

### 9.2 Review of marking

Refer to separate non-examination assessments policy

### 9.3 Appeals

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Manager.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- 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 writing by 30 June to the Head of School (or other nominee), who will decide whether the process used conformed to the necessary requirements
- The Head of Centre's findings will be notified in writing, copied to the exams officer, and recorded for awarding body inspection.

## 10. Malpractice and breaches of security

### 10.1 Malpractice guidelines

Any person(s) involved with malpractice or found to be colluding with malpractice will be dealt with the latest published guidelines in accordance with JCQ. These guidelines are available from the exams office and on the school website. Irrespective of the underlying cause, the people involved or the change in logistics due to Covid-19 pandemic, all allegations of malpractice in relation to examinations and assessment will be investigated to protect the integrity of the qualification and to be fair to the school and its staff as well as all the candidates.

All teachers should be aware of the full updated [JCQ guidance on Malpractice for 2020/21](#) –

With respect to the 2020/21 teacher assessed grades, teachers involved in assigning grades will be asked to sign a teacher declaration form confirming they are familiar with both the general JCQ guidance and all other relevant guidance.

## **10.2 Plagiarism**

Students run any non-controlled conditions work through the software and change any highlighted instances of plagiarism as required.

Subject staff run any non-controlled conditions student work, that has been handed in, through the software and return to students if positive result comes back suggesting plagiarism.

Student has opportunity to redraft the coursework before final entry.

Final entry work from students is run through the software by subject teacher. If plagiarism is highlighted, discussion with HOD and SLT link regarding appropriate action, which would include:

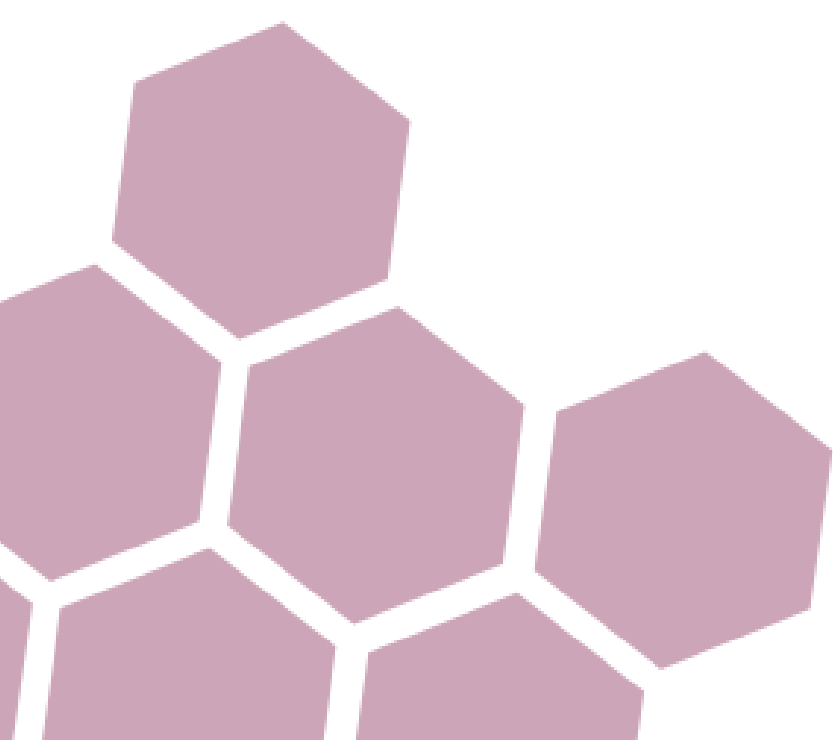
- a. If significant amount of plagiarism, a score of zero is applied.
- b. If minimal amount of plagiarism, a set number of marks are deducted based upon the amount achieved by the plagiarised work

## **11. Contingency plan**

We have a full contingency plan which provides guidance as to our action and procedures in the event of major disruption to the examination system – see Appendix 1.

## **12. Emergency Evacuation Procedure**

We have a full emergency evacuation procedure for examinations which provides guidance as to our action and procedures in the event of an emergency such as a fire alarm or a bomb alert – see Appendix 2.



## **13 Results, enquires about results (EARs) and access to scripts (ATS)**

### **13.1 Results**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.

Arrangements for the centre to be open on results days are made by the Head of School.

The provision of staff on results days is the responsibility of the Exams Manager.

### **13.2 EARs enquires about results**

EARs may be requested by centre staff or candidates, if there are reasonable grounds for believing there has been an error in marking. The parent's consent is required before any EAR is requested.

If a result is queried, the Exams Manager, teaching staff and Head of School will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for 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.

### **13.3 ATS access to scripts**

After the release of results, candidates may request for the script to be returned to them. There is a charge to request exam scripts.

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.

Re-marks cannot be applied for once a script has been returned.

## **14 Certificates**

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so (in writing).

The centre retains certificates for five years (statutory time is one year)

## **15 JCQ Policies**

We are fully compliant with all the JCQ guidelines and policies. These are available upon request.