

Brixham College

Examinations Policy

March 2020

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Success in learning, success in life.



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1. Introduction and aims

Our college is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- Has overall responsibility for the college as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Mr M Eager

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams.
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies

- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Carolyn Slater.

2.4 Faculty Leaders

Faculty Leaders are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head Faculty Leader and/or the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Sam Lander / Cath Beswetherick.

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations

- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The Principal decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE, A-Level, BTEC, Cambridge National, Cambridge Technica. The subjects offered for these qualifications in any school year may be found in our prospectus.

If there will be a change to a specification for the next year, the exams office must be informed by the Faculty Leader or subject teacher.

Informing the exams office of changes to a specification is the responsibility of Faculty Leader / subject teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by Faculty Leader and RSL for Year 11 & Year 13.

4. Exam series

Internal exams (mock exams) and assessments are scheduled in at points across the academic year.

External exams and assessments are scheduled as per examination board scheduling.

Internal exams held under external exam conditions, in the majority of circumstances.

The Vice Principal, Faculty/ subject Leader and decides which exam series are used in the centre.

The college does not offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Vice Principal and exams officer.

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Faculty Leaders via email.

Faculty leaders 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 require authorisation, in writing, by the exams officer(Carolyn Slater)

Responsibility for entries:

- Faculties are expected to decide the entries of pupils in their subject including tiers of entry.
- Faculties are responsible for the original entries and their subsequent checking and amendments. Any amendments made after the examination board deadlines, which may incur charges, must be signed off by the Faculty Leader as the cost may be cascaded down to the Faculty Budget.
- The awarding body deadlines are available for view on their websites.
- The Examination Officer will decide on suitable internal deadlines to allow time for entries to be made and checked.
- Avoidable late entries will be charged to Faculties.
- The majority of entries will be made to the Awarding Bodies by Electronic Data Interchange (EDI), some will be made on-line if the Awarding Body offers the facility.

Amendments to Entries

- These will be decided in consultation between candidates/parent/carers/subject teacher and Faculty Leaders.
- The Examination Officer will make clear the deadline for amendments to entries in order to avoid late fees or receive refunds.

Withdrawals

- Decisions regarding withdrawals must be made in consultation with Faculty Team Leader/ subject teacher/candidate/parent/carer.
- Final decisions regarding withdrawals will be made by Director of Curriculum and Assessment.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- BTECs

Re-sit decisions will be made by the Vice Principal & RSL for Year 11 & 13 in consultation with the exams officer.

7. Exam fees

Candidates or faculties 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 of each exams series.

The college will not charge for pupils to enter “prescribed public examinations” you have prepared them for in school, or for re-sits of these exams if you have prepared them for the re-sit at school.

The college **may** charge for:

- Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	➤ Missed exams (without medical or other extenuating circumstances)	➤ Entries and re-sits: £30- £38.00 ➤ Missed exams: dependent on charges levied by the exam board

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
A Level Exams	Missed exams (without medical or other extenuating circumstances)	<p>▶ Entries and re-sits: £30 - £100</p> <p>Missed exams: dependent on charges levied by the exam board</p>
BTEC Exams	Missed exams (without medical or other extenuating circumstances)	<p>▶ Entries and re-sits: £30</p> <p>Missed exams: dependent on charges levied by the exam board</p>

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer (Carolyn Slater)

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Principal, exams officer and the SENCO.

9. 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 EAA Specialist Teacher and subject teachers.

Room arrangements for candidates using access arrangements will be organised by the EAA Specialist Teacher (Kerry Jordain) and the exams officer (Carolyn Slater).

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer (Carolyn Slater) and the Specialist Teacher (Kerry Jordain).

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Vice Principal and the exams officer.

Contingency plans are available via email and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

See Contingency Plan Policy.

11. Estimated grades

Faculty Leaders and subject leaders are responsible for submitting estimated grades to the exams officer when requested.

- Forecast/Estimated Grades are returned using the Awarding Body Optical Mark Recognition (OMR) sheets.
- Faculty Team Leaders are responsible for returning these to the Examination Officer for the despatch to Awarding Bodies.

12. Managing invigilators

External staff will be used to invigilate examinations. Teachers and support staff will not be routinely required to invigilate examinations.

These invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the exams officer and Business Manager.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer and Business Manager are responsible for obtaining these.

DBS fees are paid by the college.

Invigilators rates of pay are set by the business Manager.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

The Examination Officer will ensure a pool of invigilators is available to invigilate exams and organise a schedule for invigilation.

Conduct in an examination room is according to JCQ regulations and is the immediate responsibility of:

- The invigilator
- Senior Leadership Team
- The Examination Officer, who will report any breach of regulations to the awarding bodies.

13. Malpractice

The head of centre, in consultation with exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The exams officer and invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the exam to assist with identification of candidates. 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.

The Faculty Leader or representative can be present in the exam room at the start of the exam in their subject to ensure correct papers are present and subject specific questions can be answered. Also to inform candidates of any erratum notices.

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 Faculty Leaders in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with the invigilators and admin support staff.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Vice Principal or Faculty Leader.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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 Vice Principal and exams officer.

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

The exams officer responsible for handling late or absent candidates on exam day.

15.1 Overseas candidates (delete this section if not offered)

The exams officer and RSL Year 11/ 13 is responsible for managing overseas candidates.

15.3 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Information to candidates

Examination Paper Storage

- When examination papers arrive at the college, the Examination Officer is informed .
- If the package is large or the Examination Officer is unavailable the papers will be locked in secure storage.
- If available when the papers arrive, the Examination Officer will check them against entries to ensure sufficient papers have been sent, they will then be locked away in secure storage.
- There are two sets of keys for the secure store; one with the Examination Officer and the other in the school safe.

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect.

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

Any other specific circumstances that may be supported by an application for Special Consideration must be brought to the attention of the Examination Officer

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

Invigilators will make the Examination Officer aware of any distractions etc in the room.

17. Internal assessment

It is the duty of heads of Faculty Leaders to ensure that all internal 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.

Marks for internally assessed work are provided to the exams office by Faculty Leaders or Subject Leaders. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

18. Results and certificates

Results received in college will be subject to the regulations in force at the time:

Results obtained by EDI, (***normally*** one day ahead of the publication day), will **only** be communicated to the Principal, specific other members of the Leadership Team, Data Manager and Examination Officer.

Results received by EDI will not be released to candidates until the dates specifically stated by the Awarding Bodies.

Candidates will receive individual results slips on results days. Students can collect these in person on results day.

Arrangements for the centre to be open on results days are made by the exams officer and the Vice Principal.

The provision of the necessary staff on results days is the responsibility of the exams officer and the Vice Principal.

Dates of results days each year will be publicised for all candidates through the college website and college communication.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

These can be initiated by Senior Leadership Team/ Faculty Team Leaders/candidates/parent/carers.

- The Examination Officer will ensure that:
 - All relevant parties are aware of costs involved.
 - Candidates are made aware of the possible consequences of appeals.
 - Candidates sign a declaration to confirm that they understand consequences and give permission for the appeal to be submitted.
 - The correct administration is carried out and transmitted to Awarding Bodies.
 - Results of enquires are communicated to Faculty Team Leaders and candidates.
- EARs will be funded through the Examination budget if instigated by College staff.
- Fees for EARs submitted at the request of a candidate/parent/carer will be charged to the candidate if there is no change to the outcome of the final grade.

All processing of EARs will be the responsibility of the exams officer and Vice Principal following the JCQ guidance.

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18.2 Access to scripts (ATS)

Even After the release of results, candidates may ask subject staff to request the return of written exam papers by th2 20th September.

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

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate if they have requested, by the college if it is a centre request.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

19. Monitoring and review

The Principal is responsible for ensuring that this policy is reviewed every two years.

POLICIES FOR CANDIDATES AND PARENTS / CARERS

Entries, Amendments and Withdrawals

- Candidates will receive an individual timetable which must be checked thoroughly
- Any amendments (including change of tier) to entries must be made through the Faculty Leader/subject teacher.
- Any withdrawals must be made following discussion with and approval by the Director of Curriculum and Assessment

Examination Fees

- The college will pay for one entry, per subject, to an exam.
- The college may charge for entries in the following circumstances:
 - Re-sits
 - If an examination is missed without a reasonable excuse

Access Arrangements

- The final decision as to who is entitled to Access Arrangements remains with the Awarding Bodies.
- The SENCO, together with the Examination Officer, will decide which applications should be made to the Awarding Bodies.
- Parents/Carers will be made aware of the regulations concerning Access Arrangements by THE Examination Officer if necessary.

Timetable Issues

- The default start times of examinations will be:
 - 9.00a.m. for morning sessions – unless a timetable clash dictates an alternative time
 - 1.00pm. for afternoon sessions - unless a timetable clash dictates an alternative time
- Seating Plans will be displayed in each examination venue
- Timetable clashes are dealt with according to JCQ guidelines

Expectations

- The guidelines published by JCQ in the document Instructions for the Conduct of Examinations (ICE) will be followed.
- All candidates will receive a copy of the Notice to Candidates (Examinations, coursework and controlled assessments)
- Candidates are expected to wear uniform for all exams.
- Candidates are expected to bring the equipment required for the examinations they are sitting e.g. **BLACK** pens, pencils, erasers, calculators, mathematical equipment, colouring pencils. These should be contained in a see-through pencil case.

- Candidates entering their examination late will be reminded of the regulations within ICE.
- Candidates are expected to remain in the examination for the full length of the exam. In exceptional circumstances permission may be given, by the Examination Officer or member of the Senior Leadership Team, for candidates to leave early.

Results

- Results for module or unit tests will be released by Faculty Leaders/Subject Teachers.
- Results for January terminal examinations will be made available from the Examination Officer.
- Results for Summer Examinations will be available on the day of release from approximately 9.00a.m.
- Candidates unable to collect in person should provide a stamped addressed envelope or a written request for another person to collect.

Post-Results

- Requests for Enquiries About Results (EAR) can be made by Faculty Leaders or candidates in discussion with Faculty Leaders.
- Candidates will be required to sign a Candidate Consent Form.
- Guidelines produced by Awarding Bodies will be followed.

Certificates

- Year 11 leavers certificates are available for students to collect from main reception, normally in November.
- Other certificates i.e. Year 10 candidates, will be distributed individually or through tutor groups. These may also be available on August in the GCSE exam results day.
- All certificates must be signed for when collected.

Appeals

- Internal Appeal Policies form Appendix 2