

# EXAMS POLICY

This policy is applicable to all students and staff at The Wellington Academy.

## DOCUMENT CONTROL

<b>Responsible position:</b>	<b>Approved by:</b>
Examinations Officer	Principal
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## RELATED POLICIES AND DOCUMENTS

<b>Policy Name</b>	<b>Date Issued</b>
Behaviour of Learning and Principles Policy	June 2013

## REVISION RECORD

Date	Version	Revision Description
Sept 2009	1.0	Written in relation to current legislation and school policies
June 2013	2.0	Written in line with current processes and legislation

## **INTRODUCTION**

To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates whilst conducting 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.

## **EXAM RESPONSIBILITIES**

### **Head of Centre**

Overall responsibility for the school as an exam centre:

- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.

### **Senior Leadership Team (SLT)**

Accountable for the safe and secure conduct of controlled assessments ensuring they comply with JCQ guidelines and awarding bodies' subject-specific instructions.

- Starting each academic year, schedule controlled assessments with exam co-coordinators and subject leaders spreading them throughout the academic years of Key Stage 4
- Map overall resource management requirements for the year. As part of this resolve:
  - Clashes/problems over the timing or operation of controlled assessments
  - Issues arising for the need of particular facilities (rooms, IT networks, time out of school etc)
- Create, publish and update an internal appeals policy for controlled assessments
- Ensure all staff involved have a calendar of events

### **Subject Leaders/Exam Co-ordinators**

- Decide on the awarding Body and specification for particular GCSE's
- To satisfy the terminal assessment requirement; ensure at least 40% of overall assessment (controlled and/or external) is taken in the exam series in which the qualification is certificated in accordance with the awarding body specification
- Standardise internally the marking of all teachers involved in assessing an internally assessed component ensuring individual teachers understand their responsibilities with regard to controlled assessments
- Ensure individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teacher's notes, and any other subject specific instructions
- Ensure all teaching staff complete Appendix A and forward to the Examinations Officer upon task completion
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

### **Heads of Departments/Curriculum**

- Guidance and pastoral oversight of candidates entries
- Informing the examinations officer which courses are to be undertaken at the start of each academic year and keep them informed of any changes
- Involved in post results decisions
- Overseeing coursework completion, moderation, marking and candidate/centre declaration sheets
- Accurate and timely completion of mark sheets to adhere to examinations officer deadlines

- Submitting estimated grades to the Examinations Officer in line with the deadlines set

#### **Vice Principal**

- Organisation of Teaching and Learning
- External validation of courses followed at Key Stage 4 and post 16

#### **Teaching Staff**

- Understand and comply with the general guidelines contained in the JCQ publication *'Instructions for conducting controlled assessments'*
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Supply to the exams office details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure such materials are stored securely at all times
- Supervise arrangements **(at the specific level of control)**. Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Complete Appendix A for each controlled assessment session
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the Exams Office to the awarding body when required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Academy
- Notify the appropriate additional educational needs co-ordinator (AENCO) of candidates with access requirements also who require testing for additional arrangements
- Submission of candidates' names/tiers of entry to respective Heads of Departments

#### **Examination Officer**

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

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Enter student's 'cash-in' codes for the terminal exam series
- Advises the SLT, subject and class tutors and relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution of annual exam calendar to staff, governors and candidates communicating regularly with staff concerning imminent deadlines and events
- Ensures candidates and their parents/guardians are informed of and understand aspects of the exam regulations and timetables that will affect them
- Consults with teaching staff to ensure necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms data on estimated entries and final entries
- Receives, checks and stores securely all exam papers and completed scripts
- Applies for and administers access arrangements 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 with the SLT
- Accounts for income and expenditures relating to all exam fees, costs and charges
- Line manages team of exam invigilators, organising the recruitment, training and monitoring of those responsible for the conduct of exams
- Prepares and presents a report to the SLT showing results achieved
- Submits candidates' coursework marks, tracks the despatch and storage of returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates, forwarding any appeals/re-mark requests, in consultation with the SLT

#### **AENCO**

- Administration, application and advising on implementation of Access Arrangements
- Identification and testing of candidates requirements for access arrangements
- Informing the teachers and Examination Officer of candidate requirements for access adhering to awarding body deadlines
- Provision of additional support to help candidates achieve their course aims, including providing readers/scribes
- Corresponding with parents/guardians of candidates to inform them of the access arrangements in place

#### **Invigilators**

- Collect exam papers and other materials from the Exams Office before the start of the exam
- Adhere to regulations as set out in '*JCQ Instructions for the Conduct of Examinations Booklet*'
- Supervision of candidates under examination conditions
- Reporting to the Examinations Officer and incidents of suspected malpractice
- Completion of the attendance registers, reporting any absentees to the Examinations Officer
- Collection of completed scripts and safe return of said scripts to the Examinations Officer

#### **Candidates**

- Ensure they are aware of the examination rules and conditions as laid down by the JCQ
- Understand coursework regulations and sign a declaration authenticating coursework as their own
- Understand their examination entries and timetables
- Report any name changes to the Examinations Officer with supporting evidence where required
- Report to the examination room 15 minutes prior to the start time in the correct dress, ready to sit the exam
- Report any illness/absence to the examinations officer without delay

#### **THE STATUTORY TESTS AND QUALIFICATIONS OFFERED**

The statutory tests and qualifications offered are decided by the Head of Centre and Vice Principal in consultation with heads of curriculum. Students at the Wellington Academy will commence studying their chosen GCSE courses at the beginning of Year 9.

Qualifications offered by the Wellington Academy are:

GCSE  
GCE  
BCS (Digital Creator)

COPE  
BTEC  
CIEH (Food Safety)

City & Guilds  
OCR NATIONALS

The subjects offered for these qualifications in any academic year may be found in the published prospectus for that year. Any changes to the syllabus from the previous year must be reported to the examinations officer by **14 June** in any year by the Head of Department concerned.

Candidates and parents will be informed of any decisions excluding them from individual subjects, these will be made by the Vice Principal in consultation with the relevant Head of Department.

## **EXAM SEASONS AND TIMETABLES**

Seasons:

- Examinations are scheduled as follows:
  - Nov/Dec/Jan - Mock examinations, also as and when required
  - November, May, June – GCSE, GCE external examinations
  - On demand throughout the year – CAT testing
  - Throughout the year as required – Controlled assessments
  - Throughout the year as required – BTEC, COPE, City & Guilds

a) Timetables:

The Examinations Office will circulate exam timetables placing them on the Examinations Notice board and Academy website. Every student will receive individual timetables via their home address along with a covering letter informing parents of forthcoming examinations.

## **ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

a) Entries

Candidates are selected for the level of their exam entries by their teachers and Heads of Departments. Although, requests for subject entry, change of level or withdrawal from the parent/guardian may be received, the final decision rests with the Vice Principal after consulting with all parties.

b) Late Entries

Entry deadlines are circulated to Heads of Department by the Examinations Officer. Late entries are to be authorised by the Head of Department and passed to the Examinations Officer on the Examination Entry amendment form only.

Subject teachers and Heads of Department will make every effort to support candidates so that they submit work to meet published internal deadlines. Where there is a danger of a deadline being missed, the Academy will contact parents/guardians to discuss the matter, however, no controlled assessment will be accepted by the Academy after published final deadlines. In such cases the candidate will be given either a mark for any incomplete work submitted or a zero marks if no work is submitted.

## **EXAM FEES**

The Academy will pay all normal exam and registration fees on behalf of all candidates. Late entry or amendment fees will be paid by the relevant department where the late fee is as a result of departmental oversight or error.

Candidates or departments will not be charged for any changes made by the standard procedures, provided these are made within the published deadlines.

The Academy will pay the associated examination fees for one re-sit per candidate, per subject. Any subsequent examination re-sit costs will be met by the parent/guardian of the candidate and any

candidates absent from any examination, without good reason, will be invoiced for the cost of the entry fees.

## **THE DISABILITY DISCRIMINATION ACT (DDA), ADDITIONAL NEEDS AND ACCESS ARRANGEMENTS**

### a) DDA

The Disability Discrimination Act (DDA) 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure access arrangements and special consideration regulations and guidance are consistent with the law.

### b) Additional Needs

A candidate's additional needs requirements are determined by the AENCO. They will inform subject teachers of candidates with additional educational needs who are embarking on a course leading to an exam, and the date of that exam. They will then inform individual staff of any arrangements individual candidates can be granted during the course and in the exam.

### c) Access Arrangements

Making additional arrangements for candidates to take exams is the responsibility of the AENCO. Submitting a request for Access Arrangements to the Awarding Bodies is the responsibility of the Examination Officer.

Rooming, invigilation and support for access arrangements will be arranged by the Examinations Officer in consultation with the AENCO.

## **MANAGING INVIGILATORS AND EXAM DAYS**

### a) Managing invigilators

External invigilators will be used for internal mock examinations, external examinations and on-line testing.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilator is the responsibility of the HR department. Likewise, ensuring CRB clearances for existing invigilators are renewed when required. CRB fees for securing such clearances will be met by the Academy.

Invigilators are timetabled by the Head Invigilator in consultation with the Examinations Officer and rates of pay are set by the Head of Centre and administered by the HR department.

### b) Exam Days

- The Examination Officer will book all exam rooms. If a controlled assessment cannot be conducted in a classroom suitable accommodation will be arranged, at direction of the SLT
- The caretaker sets up the allocated rooms in accordance with JCQ regulations and seating plan provided by the Examination Officer
- Question papers, attendance registers, equipment and other materials will be available for invigilators to collect from the Examination Officer 30 minutes before the exam
- The invigilator will display all required notices in accordance with JCQ instructions
- Question papers will be opened and distributed by the invigilators in accordance with the seating plan and/or attendance register
- Senior staff will be present to ensure an orderly entrance to the examination room
- Subject staff may be present at the start of the examination but not permitted in the room
- In practical exams, subject teachers are to be on hand in case of any technical difficulties
- The lead invigilator will start and finish all examinations in accordance with JCQ guidelines
- All present invigilators complete a report recording any incidents and handed to the Examination Officer at the end of each session
- Exam papers must not be read by subject teachers or removed from the exam room

- Papers will be distributed to the Heads of Departments the following day

### **CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION**

#### a) Candidates

- The Academy's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times
- Candidate's personal belongings remain their own responsibility and the Academy accepts no liability for their loss or damage
- Disruptive candidates will be removed from the examination room and dealt with by the Vice Principal
- Candidates may leave the exam room ONLY for a genuine purpose requiring immediate return to the exam room. Candidates must be escorted by a member of centre staff at all times
- Candidates, unless in possession of a medical note, will not be permitted to leave the examination room to use the toilet for examinations of less than 60 minutes duration

#### b) Clash Candidates

- The Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays
- The Examination Officer will ensure any candidates that have an exam clash are notified of the arrangements put in place for their isolation

#### c) Special Consideration

- Should a candidate be ill before or during an exam, suffer bereavement or other trauma, or be otherwise disadvantaged or disturbed during an exam, the candidate must alert the Examination Officer or invigilator
- The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam, for example a letter from their GP
- The Examination Officer will make a submission for special consideration to the relevant awarding body within seven days of the affected exam

### **COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS**

#### a) Coursework and Controlled Assessments

- Candidates who have to prepare coursework should ensure their work is submitted to their teacher by the deadline
- The Examination Officer will keep a record of when and to whom coursework was sent
- Marks for all internally assessed work including controlled assessment and estimated grades are provided to the Examination Officer by subject staff to meet internally arranged deadlines set in line with Awarding Body deadlines

#### b) Appeals against internal assessments

- The Academy is obliged to publish a separate procedure for appeals which is available on the Exams Office noticeboard

The main points are as follows:

- 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 31<sup>st</sup> May to the Examinations Officer
- The Exam Office will investigate the appeal in consultation with the subject leader

- If the appeal cannot be resolved, it will go to an appeals panel and a decision will be made by the Head of Centre
- The Head of Centre's findings will be notified in writing, copied to the Exams Office and recorded for Awarding Body inspection

Requests can only be made for the following post results services:

- Clerical re-checks to ensure all sections have been marked, totalled and grade boundaries applied correctly
- Re-mark for the re-assessment of externally assessed units and components

The Awarding Bodies will only allow access to these services under the following conditions:

- Enquiries can only be accepted from the Academy, not parents or students
- Candidates must have provided their informed consent in order for an enquiry to proceed
- Applications for enquiries must be submitted by the relevant closing date(s)
- Applications cannot be made retrospectively from previous exam series
- Should an enquiry not prove satisfactory – only the Head of Centre can submit an appeal against the results

### **APPEALS AGAINST EXAMINATIONS RESULTS**

Appeals against internally assessed components should be lodged in line with the Academy's policy.

#### **Requesting and enquiry into results**

In order to enable these conditions to be met, The Wellington Academy will operate the following procedures:

1. Students/teachers who wish to raise an enquiry will contact the Examinations Officer immediately after the results have been published
2. The Examinations Officer will make available and give guidance on the latest possible dates for requesting enquiries (these change with each examination series)
3. The Examinations Officer will ensure candidates understand that the re-marking of papers can result in marks and grades reducing before accepting consent
4. The Examinations Officer will issue consent forms for enquiries as required and ensure that they are not submitted without them
5. The Examinations Officer will notify the Senior Management in charge of Exams enquiries have been requested so the Head of Centre can be kept informed
6. If an enquiry proves unsatisfactory the Head of Department for the subject concerned will lobby the Principal for support to request an Appeal
7. Students may request access to their own scripts in writing to the Examination Officer but should be aware that this may incur a charge from the examining body
8. Video and audio tape submissions are not returnable
9. Teaching staff wishing to use a returned script to inform teaching and learning with other students must gain written permission from the student first
10. Permission can only be sought after results are received and appeals deadlines have passed

#### **Payments and Enquiries and Appeals**

In the case of external examinations results or agreed moderation the school will only consider paying for enquiries or appeals where there is clear concern the award is inaccurate. Should the school believe the award is consistent with the candidate's performance, but the candidate, parent or guardian wishes an enquiry or appeal is lodged; the candidate/parent or guardian will be liable for any costs incurred.

## Other Issues

Appeals related to illness or other issues will not be considered. Any concerns must be raised at the time of the examinations and not at results time. In those cases, medical certification can be used to apply for special consideration. This is not possible after the fact.

## RESULTS, ENQUIRES ABOUT RESULTS (EAR'S) AND ACCESS TO SCRIPTS (ATS)

### a) Results

- Candidate will receive individual results slip on results day
- 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 Head of Centre

### b) EAR's

- EAR's may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking
- Candidate consent MUST be sought before an EAR is submitted by the Examination Officer
- If a result is queried, the Examination Officer, teaching staff and Vice Principal will investigate the feasibility of asking for a re-mark
- When the centre does not uphold an EAR, a candidate may apply to the Examination Officer to have an enquiry carried out. If such an application is made against the advice of subject staff, the cost of the enquiry will be met by the candidate. Payment must be received before the EAR will be submitted

### c) ATS

- After the release of results, candidates may ask subject staff to request the return of the papers. Once payment has been made by the candidate, the request will be submitted by the Examination Officer provided payment has been received prior to the deadline as published by the Awarding Body
- Centre staff may also request scripts for investigation or for teaching purposes. These requests are to be made through the Head of Department to the Examination Officer who will request authority from the Vice Principal. Such requests can only be upheld once the consent of the candidate has been received in writing
- GCSE re-marks cannot be applied for once a script has been returned

## CERTIFICATES

- Certificates are to be collected within 12 months of issue and signed for. Those unable to collect must give an address to which they would like them posted to via recorded delivery
- Certificates can be collected by a third party once written consent by the candidate has been made. Should certificates be required after 12 months they must apply directly to the Awarding Body concerned

## MANAGING CONTROLLED ASSESSMENTS

### What is Controlled Assessment?

Controlled assessment is a new form of internal assessment that replaces coursework in GCSEs and also applies to internally-assessed Principal Learning Units within Diploma qualifications. Controlled assessment measures subject specific skills that may not necessarily be judged by external assessment. It encourages a more integrated approach to teaching, learning and assessment and enables teachers to confirm that students carried out the work involved. As the name suggests, it applies increased control over assessment of students' work at three critical points:

- **Task setting** – teachers can choose from a wide range of tasks set by awarding bodies, which can be contextualised to suit local circumstances. Arrangements will differ by subject, with some subjects allowing centres to set tasks.
- **Task taking** – there are several levels (and types) of supervision under which assessment can take place, depending on the skills involved; generally this will be done by subject teachers in regular lesson time. Supervision can be:
  - Formal (high level of control)
  - Informal (medium level of control)
  - Limited (low level on control)
- **Tasking marking** – awarding bodies provide mark schemes or criteria.

Controlled assessments may take place at any time during the course. However, **subject leaders must ensure** the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

### GENERAL ACADEMY POLICY FOR THE CONDUCT OF CONTROLLED ASSESSMENTS

- The subject leaders should choose the most appropriate time for controlled assessments (in consultation with the Academy Calendar) and inform Heads of Department and the Examinations Officer as early as possible in the academic year, or by the latest 31<sup>st</sup> October
- The subject leaders should write to parents/guardians notifying of the timings of the controlled assessments to avoid any preventable absences
- Relevant display materials are to be removed or covered up
- The relevant level of supervision MUST be adhered to
- Does the controlled assessment require the completion of a study diary? If so all such diaries or study plans are to be completed and students instructed to complete them accordingly
- All assessment materials must be securely stored; locked in a suitable secure cabinet at the end of each session. Work produced over several sessions must be collected and stored securely as above at the end of each session
- Separate user accounts for exam use must be used for high level of control. These are not to have access to the internet or e-mail. If work is saved on memory sticks, these are to be collected in after each session and locked away as above
- Work is not to be stored in the students own area on the school server as they are not to have access to this work outside of the time allocated for controlled assessment
- Should you require assistance with IT equipment i.e. user accounts, the IT department must be given appropriate notice
- Annex A must be completed for every controlled assessment session
- Where permitted by the specification, students may work in groups but should submit their own individual work
- If malpractice is suspected the Exams Officer is to be notified immediately
- If a students work is lost within the school, this is to be reported to the Exams Officer immediately
- All work is to remain secure until the results have been verified i.e. until the closing date for enquiries about results. In the event that an enquiry is submitted, candidates work is to be securely retained until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre

### **GOOD PRACTICE**

- At the start of a formal sessions of controlled assessment candidates will be reminded to turn their phone off and disable alarms
- Staff are encouraged to go through the JCQ '*Notice to Candidates*' (for controlled assessments) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice

### **ABSENCE**

- Subject teachers/Heads of Department will accommodate the occasional absence of a candidate by ensuring that an alternative opportunity to make up the sessions missed and that the integrity of the controlled assessment is upheld during these "catch-up" sessions
- Parents/Guardians of candidates that persistently miss controlled assessments and/or without prior notice will be contacted to discuss the way forward

### **REPEAT SUBMISSION**

Candidates that wish to re-do their submission of a controlled assessment before the marks have been sent to the awarding body may do so at the discretion of the Academy under the conditions as per the JCQ Instructions for conducting controlled assessments 17.1

### **STUDENT MALPRACTICE**

The Principal Will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body
- If an irregularity is identified after the candidate has signed the declaration of authentication, the Principal will submit full details of the case to the relevant awarding body at the earliest opportunity
- Supervise all investigations resulting from an allegation of malpractice
- Ensure that where an investigation has been delegated to a member of staff, the member of staff chosen is independent to the subject involved
- Respond speedily and openly to all requests for an investigation into an allegation of any malpractice

### **TEACHER MALPRACTICE**

- The Academy will carry out investigations where it is evident a teacher has helped a student with their controlled assessment beyond the guidelines contained within each specification
- Where malpractice is established the disciplinary policy of the Academy will be enforced and the Awarding Body notified accordingly