

Westfield Arts College

Exam Policy

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Westfield Arts College

EXAM POLICY

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1. The 11 – 16 exam policy

The policy purpose

The purpose of this exam policy is:

- 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.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Deputy Headteacher, subject leaders, and senior leadership team and exams officer.

Exam responsibilities

The Head of centre:

- Has overall responsibility for the school as an exam 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 policies and procedures 2020-21*.

Finance and Business Manager:

- accounts for income and expenditures relating to all exam costs/charges

Exams officer:

Manages the administration of public and internal exams

- Advises the senior leadership team, subject leaders and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the 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 (Art & PE only)
- Receives, checks and stores securely all exam papers and completed scripts
- Arranges testing of candidates for access arrangements and submits completed access arrangement applications to the awarding bodies.
- Makes applications for special consideration using the current JCQ publication *Access arrangements, reasonable adjustments and special consideration*.
- Identifies and manages exam timetable clashes

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- Acts as invigilator for all external exams
- Collects exam papers and other material from the exams safe before the start of the exam.
- Collects all exam papers in the correct order at the end of the exam and returns them to the exams office.
- Sets up and clears examination room/hall
- Submits candidates' coursework marks, tracks despatch and stores 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 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.

The deputy Headteacher:

- Organises teaching and learning
- Manages external validation of courses followed at key stage 4/post-16.

Subject Leaders are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Exams officer
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- 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.

Lead invigilator/invigilators are responsible for:

- 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.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

2. Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Subject Leaders in consultation with the Deputy Headteacher and Head of Centre.

The qualifications offered at Westfield are GCSE, International GCSE, **Functional Skills level 1 and 2. Entry Level Certificate - 1,2,3.** Vocational awards in Radio Production, Performance Skills, Technical

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Theatre, Employability and Life and Living Skills. In addition to this, unit awards are offered in various subjects.

Informing the exams office of changes to a specification is the responsibility of the Subject Leader.

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

3. Exam series and timetables

Exam series

Internal exams and assessments are scheduled after consultation with all relevant teaching staff.

External exams and assessments are scheduled in May and June, with re-sits only in November.

Internal exams are held under external exam conditions.

On-demand assessments are to be scheduled in agreement with the exams officer.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for External exams.

4. Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject Leader.

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

External candidates -The centre accepts entries from members of staff and **pupils from TADSS Alliance schools.**

The centre acts as an exam centre for NVQ's for other organisations (see policy no. 51/52)

Entry deadlines are circulated to Subject Leaders via e-mail, internal post/pigeon hole and on the staff notice board.

Late entries are authorised by the Subject Leaders in consultation with the Deputy Headteacher.

GCSE re-sits will meet the GCSE terminal rule and re-sit requirements.

Re-sit decisions will be made in consultation with candidates, subject leaders and the Deputy Headteacher.

5. Exam fees

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Re-sit fees are paid by the Centre.

Fee reimbursements may be sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

6. Exam Disability Discrimination Act and Access arrangements

Disability Discrimination Act

All exam centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA 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.'

Access arrangements

Subject teachers will inform the Exams Officer of candidates who are embarking on a course leading to an exam, and the date of that exam. The Exams Officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

All candidates have a Statement of Educational Need. A candidate's access arrangements requirement is determined by the Educational psychologist/Specialist teacher, at present Mrs Karen Whiter.

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

7. Contingency planning and Private candidates

Contingency planning for exams administration is the responsibility of the Exams officer in consultation with the Deputy Headteacher.

Private candidates

The centre accepts Private candidates from members of staff and pupils from TADSS Alliance schools.

8. Estimated grades

Estimated grades

Subject leaders are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer. Estimates grades are only required for Art and PE.

9. Managing invigilators

Managing invigilators

The Exams Officer acts as lead invigilator in all external examinations.

It is the Exams Officers responsibility to brief/train additional invigilators as required.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam only, but must not advise on which questions or sections are to be attempted.

In practical 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 room before the end of a session. Papers will be distributed to subject leaders at 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.

10. Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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.

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Candidates are expected to stay for the full exam time at the discretion of the exams officer or lead invigilator. Those candidates using their extra time entitlement will be expected to stay for the whole of that time.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams Officer will attempt to contact any candidate who is not present at the start of the exam and deal with them in accordance with JCQ guidelines.

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 exams 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 by providing a letter from the candidate's doctor.

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

11. Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework.

It is the duty of heads of department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams officer by the Subject Leaders.

Appeals against internal assessments

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

12. Results, enquiries about results (EARs) and access to script (ATS)

Candidates will receive individual result slips on results day, by post to their home address.

Arrangements for the centre to be open on results days are made by the Exams officer.

EARs

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

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.

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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.

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.

13. Certificates

Certificates

Certificates are presented in person at an assembly in November. Candidates will be contacted with the date of the assembly. Candidates will be required to sign for all certificates received.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. If certificates are not collected they will be posted to the candidates' home address using 'First Class signed for'.

Head of centre Exams officer Lize Wootten Dec 2020