

Woodlawn School

Exams Policy



Full name of policy:	Examinations Policy
Requirement for policy:	To comply with Awarding Body requirements
Name and post of person responsible:	Glen Whalley Exams Officer & Assistant Head
Frequency of review:	Annually
Dates of previous reviews:	NA
Date of next formal review:	Reviewed Sept 2020, next review – Sept 2021
Equality Impact Screening:	Completed, access arrangements for exams ensure equality of opportunity for all learners
Equality Impact Assessment: (If required)	
Policy Reference:	
Total number of pages: (Including appendices and front sheet)	11
Comments:	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> • Specific Awarding Body requirements and guidelines • Student Assessment malpractice Policy • SDC Assessment Policy • Controlled Assessment Policy and Procedure • Staff Assessment Malpractice and Maladministration Policy

Woodlawn School Exam Policy

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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.

Woodlawn School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

This exam policy will be reviewed annually.

1. Exam responsibilities

Head Teacher

Overall responsibility for the School as an Exam Centre. Delegated responsibilities to Examinations Manager and Deputy Examinations Officers to: Exams Officer

- Advise on appeals and re-marks.
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Exams Officer

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

- Advise the School Leadership Team, Curriculum Leaders, Subject Tutors and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Contribute to the production and distribution to staff, and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with Teaching Staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and make 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*.
- Identify and manage exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the invigilation team; their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Implement this policy in accordance with all other School policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance, financial matters and Data Protection Act.

Curriculum Managers/Leaders

- Ensure that course and exam information is correctly set up via Course Maker.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Comply with Awarding Organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework marksheets/declaration sheets and adhere to deadlines.
- Inform the Exams Office of changes to course/entry/levels.

- Check achievement reporting using online exam board reporting system any anomalies to MIS in accordance with School procedures.

Personal Tutors/Student Services

- Provide guidance and careers information.

Course/Subject Tutors

- Provide details of additions or removals from candidate lists.
- Return completed Exams documentation to the Exams Office in order to meet the internal deadlines to avoid Awarding Organisation penalty fees.

Lead Invigilator/Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.
 - A reliable clock of readable size is visible to each candidate.
 - Ensure notices are displayed in accordance with JCQ regulations.
 - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to “The Instructions for Conducting Examinations”.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
- Complete the Attendance Register during the examination and inform the Exams Office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.

- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the School's safeguarding policy and procedures.

Specific to Functional Skills – Sept 2019

The head of centre must ensure that:

Administration of exams ('Administration' includes initial receipt of confidential materials, secure storage, movement and preparation of materials for scheduled assessments, and registration, secure storage and return of materials to the awarding organisation after scheduled exams are completed).

a) No tutor of a Functional Skills qualification can be involved in the administration of the assessment materials for level 1 and 2 exams in that subject, regardless of the level they teach.

Invigilation of exams

b) A Functional Skills subject tutor must not be involved in the invigilation of that subject, even if they have not taught those candidates (i.e. a Functional Skills English tutor must not invigilate any Functional Skills English exam and a Functional Skills Maths tutor must not invigilate any Functional Skills Maths exam, regardless of the level they teach).

Exceptions

A centre must ensure that it has a suitable invigilator available for all level 1 and 2 Functional Skills exams.

There are no automatic exceptions to this rule. In exceptional circumstances, where only a tutor can access the assessment location and/or the candidates, some adjustment may be granted by prior arrangement with, and at the discretion of, the awarding organisation. These circumstances may include:

- restrictions within the centre on the grounds of security or safeguarding; or
- the remote location of the candidate's workplace/assessment location; or,
- as part of a reasonable adjustment request for a specific learner.

Any exception on these grounds must be agreed by the AO in advance of the exam date. An exception may also require the centre to agree to additional measures to ensure the security of materials and additional monitoring by the AO.

The Head of Centre must ensure that suitably qualified and experienced adults carry out invigilation. Whilst the Head of Centre has discretion to decide who is suitably qualified and experienced, any relative of a candidate in the examination room is specifically not eligible to serve as the sole Invigilator.

Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional task, e.g. marking, in the examination room.

A sufficient number of Invigilators must be appointed to ensure that the examination is conducted in accordance with the following requirements:

- At least one Invigilator must be present for every 30 candidates or part thereof.
- Invigilators may be changed, provided that the number present in the examination room does not fall below the number prescribed.
- When one Invigilator is present, he/she must be able to summon assistance easily, without leaving the examination room and without disturbing the candidates.
- Arrangements must be such that an Invigilator can observe every candidate in the examination room at all times.

Each invigilator in the examination room must have the following documents available:

- Pearson Edexcel Functional Skills Instructions for Conducting Examinations
- JCQ Instructions for Conducting Examinations

The most up to date *Warning to Candidates* and *Mobile Phone* poster issued by the Joint Council for General Qualifications must be displayed **outside** the examination room.

Display materials (e.g. diagrams, wall charts) that might assist candidates to answer test questions must be removed, unless the rubric expressly states that candidates are allowed to use reference materials in the examination. Particular care must be taken with those examinations that are held in laboratories or libraries.

Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the examination. Any unauthorised materials and mobile phones in particular, whether or not switched on or within reach, must not be in candidates' possession.

An invigilator must not:

- re-phrase a question for a candidate
- explain any subject-specific or technical terms to a candidate
- give any indication of the time elapsed or remaining where a question paper consists of distinct sections

Candidates

- Check personal exam entries on receipt of timetable by email and inform the Exams Office of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

2. The qualifications offered

The qualifications offered at this Centre are decided by the School Leadership Team.

The subjects offered in any academic year may be found in the Centre's published prospectus for that year and on the Schools website. If there has been a change of syllabus/specification from the previous year course information must be changed with Student Records and the Exams Office must be informed by the 1st October for all qualifications.

3. Exam seasons, timetables and clashes

3.1 Exam seasons

Curriculum Leaders have responsibility for giving the Exams Office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Curriculum Managers must liaise with Curriculum Leaders/Exams Office to oversee and plan the scheduling of exams for their area. This includes decisions on exams series.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Office will display timetables of all external exams on their notice boards. The Exams Office or a member of staff from Rooms/Timetables will add room details. Allocation of Invigilators will be the responsibility of the Exams Office.

4. Entries, entry details, late entries and re-sits

4.1 Entries

Normally candidates are selected for their exam entries by the relevant teachers. However, a candidate has the right to request a subject entry, change of level or withdrawal but there would be an expectation that this would be following a discussion with their Subject Teacher.

The Centre acts as an Exam Centre for other organisations upon request.

4.2 Entry details

All individual candidate statements of entry will be copied and given to the candidate along with guidelines and a letter of explanation.

The Exams Office will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Office or the Awarding Organisation websites.

4.3 Late entries

Late entries are authorised by the Curriculum Leaders/Curriculum Managers and candidates.

The deadlines for late entries are available from the Exams Office or the Awarding Organisation

websites.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

4.4 Re-sits

Re-sit decisions are made in consultation with the Course Tutor, Exams Office and the candidate.

5. Exam fees

Normal registration and exam fees for the first sitting are paid by the Centre for fully funded candidates with an active enrolment.

Late entry or amendment fees are paid by whoever is responsible for the need to make the change.

Re-sit fees maybe paid by the candidates. This also applies to candidates re-sitting a year already taken and taking units that they sat previously.

(See also section 4.4: Re-sits)

6. The Disability and Equality Act, special needs and access arrangements

6.1 Disability and Equality Act

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

Please refer to Statements, IEPS and Pupil Profiles

6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process or enrolment.

Course Tutors/Personal Tutors identifying candidates who may require access arrangements after the start of the course should contact the Learning Support Manager at the earliest opportunity. It is the Course Tutor's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is the responsibility of the Exams Office.

7. Estimated grades

Estimated grade forms are to be completed and returned via the Curriculum Leaders to the Exams Office in order to meet the Awarding Organisations' published deadlines.

8. Managing Invigilators and exam days

8.1 Managing Invigilators

External Invigilators will be used for all exams apart from some internally assessed components/controlled assessment.

The recruitment of Invigilators is the responsibility of the Exams Office.

Securing the necessary Disbarring (DBS) clearance for new Invigilators is the responsibility of the Human Resources office.

DBS fees for securing such clearance are paid by the School.

Invigilators are timetabled and briefed by the Exams Office.

Invigilators' rates of pay are set by the School.

8.2 Exam days

The Exams Office or designated Rooms/Timetetable staff will book all exam rooms after liaison with other users.

Staff, including caretaking staff are responsible for helping set up the allocated rooms.

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

Subject staff may be present prior to the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted and must leave the venue before the examination begins.

In practical exams Subject Tutors may be on hand in case of any technical difficulties.

Exam papers must not be read by Subject Tutors or removed from the exam room before the end of a session. Papers will be distributed to teaching staff the following day.

Second pair of eyes check

Section 18.1 of the 'ICE' booklet states: *'To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff, who can be an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.'* This is often referred to as the 'second pair of eyes check'.

For **the summer 2019 examination series** and each series thereafter, centres are required to ensure that records are kept of the 'second pair of eyes check'. The records **must** capture the following information:

- centre number and name;
- the date of the examination;
- awarding body, unit/component code;
- the names, signatures and roles of the two individuals who checked the question paper details before the packet was opened.

The records may be checked by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

The form for this check is here:

Exams policy/Glens laptop/SLT/Exams/DOCUMENTS/**Second pair of eyes form**

Contd...

Breaches of security

On rare occasions, despite the best intentions of all parties, potential breaches of security can occur. Awarding bodies are experienced at dealing with these and will be able to provide you with appropriate guidance.

If a potential breach of security occurs where question papers have been given to candidates on the wrong day or in the wrong session, you **must**:

- ensure that all candidates remain in the exam room(s), under centre supervision;
- ensure that the incorrect question papers are collected from the candidates and not removed from the exam room(s);
- **immediately** contact the relevant awarding body for further instructions.

If your candidates or centre staff report concerns relating to a breach of security, you **must** inform the relevant awarding body immediately. Individuals can report such concerns anonymously to the awarding bodies whose breach of security investigation teams are experienced at receiving and processing confidential reports.

The awarding bodies can be contacted as follows:

- AQA - Telephone: 0161 958 3736
- CCEA - Telephone: (028) 9026 1215
- OCR - Telephone: 01223 553998
- Pearson - Telephone 0344 463 2535
- WJEC - Telephone 02920 265474

Please ensure that all exams office staff and invigilators are aware of how to deal with potential breaches of security.

9. Candidates, clash candidates and special consideration

9.1 Candidates

Candidates must provide identification of who they are if necessary (most staff know all the pupils).

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal Centre rules on dress and behaviour apply.

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 will not be allowed to leave the exam room until the published finishing time.

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

Students are personally responsible for providing their own equipment for their exams. The Exams Office provide a minimal amount of 'spare' equipment in each venue but this will only be available to students who have a problem with their own equipment (e.g. breakages during the exam).

9.2 Clash candidates

The supervision of candidates between exams is the responsibility of the Exams Office. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the College, Exams Office or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the College supports the application the Exams Office will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the required date.

The Curriculum Leaders/Managers will ensure all coursework is marked/internally verified in line with Awarding Organisation requirements. Curriculum Managers have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work. Curriculum Leaders will ensure that all internal verification is completed by College internal deadlines. The Exams Office will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to whom is maintained.

Marks for all internally assessed work are provided to the Exams Office by the Curriculum Leaders. These should be received by the Exams Office in order to meet the internal Exams Office Deadline.

10.2 Appeals against internal assessments

The Centre is obliged to publish a separate policy on this subject, which is available from the Exams Office and on the website.

The main points are:

- Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e. 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.
- In the first instance the student should raise any concerns about the assessment process with the teacher.
- If the student remains concerned having spoken to their teacher they should contact their Personal Tutor or a nominated person
- The tutor or nominated person will ask the student to make a written appeal which will be submitted to the relevant College Manager. The grounds for the appeal must be clearly stated.
- The findings will be notified in writing, copied to the Head of Centre and recorded for Awarding Organisation inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

All individual candidate statements of results for General Qualifications received during the course will be emailed to the students' College email accounts and collected in person from the Exams Office if requested.

11.2 Enquiries About Results

EARs for General Qualifications may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee is payable by either the candidate or the curriculum area depending on who has requested the EAR.

11.3 Access To Scripts (applicable to General Qualifications only)

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

Where an Awarding Organisation supplies the requested script electronically, the Exams Office will send the document to the candidate's College email account.

If a result is queried, the Exams Office in conjunction with teaching staff or Head of Centre will investigate the feasibility of asking for a re-mark at the curriculum areas' expense. Otherwise the candidate will pay for the remark themselves. If there is a change in unit grade the candidate will receive a refund from the Exams Office.

Curriculum Leaders/Managers may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
(See also Section 5: Exam fees)

12. Preparing for disruption to examinations

This guidance is based on guidance provided within the JCQ Joint Contingency Plan, which is available from the JCQ website:

www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan

There are three main categories of disruption, which are outlined below.

Candidates at risk of being unable to take examinations – centres remain open

Our contingency plans focus on options that enable candidates to take their examinations. As part of these preparations we take into account the guidance provided in the JCQ publication, Instructions for conducting examinations, www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2019-2020

This includes:

- Considering moving the start times of the examination (according to the regulations) for all candidates (see Section 6.2 of the JCQ Instructions)
- Being aware of the rules for very late arrivals (see Section 21 of the JCQ Instructions).

Wherever possible, it is always in the best interest for candidates to sit the exam. However, if candidates who are unable to sit the exam meet the criteria, special consideration through absence for acceptable reasons is an option (see Chapter 4 of the JCQ publication, A guide to the special consideration process, www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2019-2020

Centres at risk of being unable to open as normal during the exam period

As above, our contingency plan focuses on enabling candidates to take their examinations if the centre is at risk of being unable to open as normal.

The responsibility for deciding whether it is safe for a centre to open lies with the head of centre (Gill Wilson, HT) who is responsible for taking advice or following instructions from relevant local or national agencies.

Information on what schools and colleges and other centres should do if exams or other assessments are seriously disrupted can be found in the Ofqual exam system contingency plan: www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

Special consideration through absence for acceptable reasons is also available as an option if all other avenues have been exhausted and candidates meet the relevant criteria.

Papers

If there is a delay in normal collection arrangements for completed examination scripts:

- Where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, we would **contact the relevant awarding bodies** for advice and instructions.
- For examinations where centres make their own collection arrangements, we would **investigate alternative options** that comply with the JCQ Instructions for conducting examinations.
- **Completed scripts will be stored securely** until they are collected.

Summary of centre and awarding body responsibilities

Woodlawn is responsible for:

- Preparing plans for any disruption to exams as part of centres' general emergency planning
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding bodies if the centre is unable to open
- Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding bodies
- Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding bodies
- Assessing their circumstances and liaising with awarding bodies in the event of disruption to the transportation of papers.

Awarding bodies are responsible for:

- Ensuring centres receive examination materials for scheduled examinations
- Advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements
- Evaluating and declining/approving requests for special consideration.

Contacting the awarding bodies

In all cases, if you have any concerns, please contact the relevant awarding body for advice:

- AQA - 0800 197 7162
- Pearson - 0344 463 2535

12. Certificates

Certificates are posted (by recorded delivery where stipulated by the Awarding Organisation), or collected in person if a candidate requests this.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and provide their own identification.

Certificates are not withheld from candidates who owe fees.

The Centre retains certificates for three years.