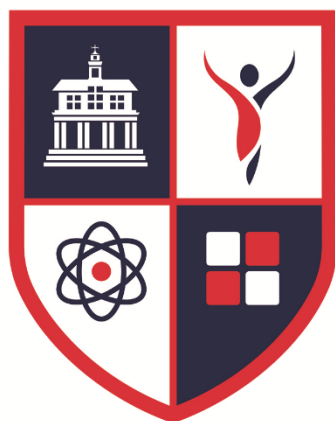




CHILDWALL
SPORTS &
SCIENCE ACADEMY

Examination Policy



CHILDWALL
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SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Examination Policy

1. Purpose

This policy is aimed at all staff and learners involved in the examinations process including the delivery of the course and administration.

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.

2. Exam Responsibilities

Head of Centre - Headteacher

- Has overall responsibility for the school as an exam centre.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

Exams Office

- Manages the administration of public and internal exams and analysis of exam results.
- Advises the Leadership Group, Senior Management Team, Curriculum Co-ordinators, Student Progress Leaders, teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Provides information for the production of the annual calendar for all exams in which candidates will be involved.
- 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.
- Communicates with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms data on estimated entries to exam boards as and when requested.
- Sends candidates' estimated grades and coursework marks and any other material required by the appropriate awarding bodies.

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- Checks and stores securely all exam papers and completed scripts.
- Distributes returned coursework to Curriculum Co-ordinators.
- Posts exam scripts and coursework and maintains records as such.
- Advises on and applies for appeals and re-marks.
- Identifies and manages exam timetable clashes.
- Organisation of training of exam invigilators.
- Prepares and Presents reports to the SMT showing results achieved in relation to expected grades and comparable data for previous years.
- Prepares annual public exams analysis.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SMT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Vice Headteacher

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4.

Head of Sixth Form

- Organisation of teaching and learning.
- External validation of courses followed at post -16.

Curriculum Co-ordinator/Head of Department (New Faculty Leader/Subject Leader)

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Provides Exams Office information on estimated entries for exam boards as and when requested.
- Involvement in post-results procedures.
- Accurate completion of estimated grade sheets, coursework mark sheets and candidate/centre declaration sheets.
- Will keep copies of estimated grade sheets, coursework mark sheets and candidate/centre declaration sheets.
- Provides Exams Office with completed estimated grade sheets, coursework mark sheets and candidate/centre declaration sheets adhering to deadlines set by the Exams Office.
- Accurate completion of exam entries adhering to deadlines as set by the Exams Office.

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Teaching Staff

- Submission of candidate names to Heads of Department / Curriculum Co-ordinators.
- Recommendations of Exam entry levels.
- Accurate marking and annotation of coursework and its compilation.

SENCO

- Identification and testing of candidates' requirements for access arrangements.
- Notification of access arrangements (as soon as possible after the start of the course).
- Administration of access arrangements.
- Submit electronically any applications for access arrangements adhering to deadlines.
- Completion of the JCQ form 8.
- Ensure that appropriate documentary evidence is on file to substantiate arrangements and is available for inspection.
- Submit electronically requests for modified papers by the due date.
- Submit any applications for reasonable adjustments for candidates defined as disabled under the terms of the DDA 1995.
- Ensure that arrangements are carried out in accordance with the JCQ publication *Access Arrangements, Reasonable Adjustments and Special Consideration*.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages (in consultation with Bi-lingual Support, IT equipment — to help candidates achieve their course aims.

Invigilators

- Supervision of candidates during examinations.
- To assist Exams Office staff in the collection of all exam papers in the correct order at the end of the exam.
- To assist Exams Office staff in the distribution and collection of equipment required for a particular exam.
- Take exam register highlighting any candidates to the exam office/SLT who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Candidates

- Confirmation of candidate details on statement of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

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- Familiarisation and compliance with rules, equipment required, etc.

3. Statutory Tests & Qualifications Offered

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre and the Heads of Curriculum.
- The qualifications **currently** offered are GCSE, A levels, Functional Skills, BTEC Firsts, BTEC Nationals. Cambridge Technicals and BCS Level 2.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, Curriculum Co-ordinators must inform the Exams Office by October when estimated entries for the next year are required.

At Key Stage 3

- At Year 7 students will take CAT tests to support target setting.
- There are no statutory tests at the end of KS3. However, students will be assessed through Teacher Assessment. This information will be communicated to parents/carers through student reports and individual letters home.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body for each subject that they study.

All examinations and course requirements will be conducted in accordance with statutory requirements.

At post - 16

- It is expected that AS modules will be completed during Year 12 (if applicable) and A level modules in Year 13.

4. Exam Seasons & Timetables

Exam Seasons

- GCSE Trial exams for all Year 11 are scheduled in December and March and are held under external exam conditions. These should closely reflect actual GCSE exams including all components of a paper, as the results may be called upon by a candidate requiring special consideration in external exams.
- External exams are scheduled in November, January for BTEC qualifications and May / June.

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- The exam series used in the centre are decided by the Heads of Curriculum.

Exam Timetables

- The Exams Office will circulate the exam timetables for external exams once these are confirmed.

5. Exam Entries

- Candidates are selected for their exam entries by the Heads of Curriculum and the subject teachers.
- A candidate or parent/carer can request a subject entry, change of level or withdrawal.
- The centre does not accept entries from external candidates.

Late Entries

- Entry deadlines are circulated to Heads of Department via email.
- Late entries are authorised by Heads of Faculty in consultation with the Deputy Head Teacher.

Retakes

- Retake decisions will be made in consultation with Heads of Faculty.
- Retakes are allowed in accordance with Exam Board regulations.

6. Exam Fees

- Initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre. Departments may be charged if the Deputy Head Teacher deems it has been negligent.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Reimbursement will be sought from candidates who fail to sit an exam.
- The Exams Office will communicate the fees reimbursement policy in writing to candidates and parents / carers at the start of GCSE.
- Retake fees for first and any subsequent retakes are paid by the centre.
(See also section 5: Retakes)
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.
(See also section 12: Enquiries about results [EARs])

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7. Special Needs, Access Arrangements & The DDA

Special Needs

- A candidate's special needs requirements are determined by the SENCO.
- The SENCO will inform subject teachers of candidates with special educational needs. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access Arrangements

- Making special arrangements for candidates to take exams is the responsibility of the SENCO.
- The JCQ form 8 to be used to record details.
- Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Office.
- Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Office.
- Access arrangements and reasonable adjustments made will be made in line with exam board procedures. Arrangement made for BCS ECDL qualification will be made following the guidance in the BCS Reasonable Adjustments and Special Considerations Policy at <..\..\CSSA 2016-17\Exam Office\BCS\Supporting Policies\reasonable-adjustment-policy-v1.0.pdf>

DDA

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

8. Estimated Grades

- Heads of Faculty will submit estimated grades to the Exams Office adhering to deadlines set by the Exams Office.

9. Managing Invigilators & Exam Days

Managing Invigilators

- Invigilators are timetabled by the Exam Officer and briefed by the Exams Office.

Exam Days

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- The Cover supervisor will book all exam rooms in advance of exam days after liaison with other users.
- Caretakers and the Exams Office are responsible for setting up the allocated rooms.
- The Exams Office will make the question papers, other exam stationery and materials available for the exam.
- Authorised senior members of staff will start all exams in accordance with JCQ guidelines.
- 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.
- Papers will be distributed to Heads of Department / Faculty after all scripts have been dispatched.

Emergency Procedures

- In accordance with the JCQ regulations students will be informed of emergency evacuation procedures prior to the start of all exams.
- A fire evacuation will begin only if the fire alarm signal has reached stage two, changing from intermittent signal to continuous alarm.
- The Headteacher/Member of SLT will ascertain if the alarm is “live” through consultation with caretaking staff and the Business Manager.
- The lead invigilator will mark the time of the interruption on the incident log with the register and stop the exam in each room. The lead invigilators will be responsible for taking a copy of the attendance lists to the evacuation point.
- All students must remain in their exam room, seated in silence until they are dismissed. If the alarm is false or a drill the member of staff responsible for the room will, once the alarm has been silenced, re-assure the candidates and resume the exam noting the time of restart on the whiteboard. In the event of a “live” alarm the candidates will be asked to stand behind their desks and, leaving their exam papers behind them closed, will file out one row at a time to the assembly point (KS4/KS5 yards). Invigilators will ensure exam papers remain on desk and none are taken out of the room. They will be accompanied by the invigilators and the member of SLT, Exams Officer and SENCO. The exam room(s) will be locked.
- Students must line up on the KS4/KS5 yard at the opposite side to the main body of the school population. A register will be taken from the attendance list to establish that all candidates are present. Staff must ensure as far as practically possible that candidates do not talk to one another.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.
- The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community.

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- If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the playground adjacent to the sports hall.
- The Exams Officer will contact the Examination Board in accordance with JCQ regulations.

10. Candidates, Clashes & Special Consideration

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Clashes

- The Exams Office will be responsible as necessary for identifying escorts and identifying a secure venue.

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, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.
- The Exams Office will then forward a completed special consideration online form to the relevant awarding body within seven days of the exam.

11. Coursework & Appeals

Coursework

- Candidates who have to prepare portfolios should do so by the centre-defined date.

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- Heads of Department will ensure all GCE coursework is ready for dispatch at the correct time and the Exams Office will keep a record of what has been sent, when and to whom.
- GCSE Coursework is now replaced with Controlled Assessments. (See relevant Policy)

Appeals against Internal Assessments

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

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30th June to the Head of Centre (or other nominee) who will ensure that the process conforms to the necessary requirements as outline in the exam appeals policy.
- The Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Appeals Against BCS Qualifications

Appeals made against BCS qualifications should follow the same guidance stated in our appeals procedure in conjunction with the BCS Learner Appeals Policy.

Learners undertaking automated tests who appeal will discuss with the exam officer/teacher the assessment report produced from the testing software. In addition, an action plan will be devised and further assessments will be scheduled if necessary.

If the appeal is not resolved at the centre learners can choose to appeal to BCS. Learner appeals must be made within 20 days of the assessment and they are entitled to be represented if they wish.

Please refer to the centre 'Appeals Against Internal Assessment in External Qualifications Policy' for further guidance on the appeals process.

12. Results, Enquiries about Results & Access to Scripts

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Results

- Candidates will receive individual results slips on results days in person at the centre.
- Arrangements for the school to be open on results days are made by the Head of Centre.
- The provision of staff on results days is the responsibility of the Head of Centre.

Enquiries about Results

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- Remarks of candidate's exams will be requested if they are within 3 UMS of a grade. Candidates consent will be obtained.
- When the centre does not uphold 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. (See section 6: Exam fees)

Access to Scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- If a result is queried, the Exams Office, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

13. Malpractice and Maladministration

- Malpractice includes any kind of irregular conduct in connection with any part of the exam process.
- If a candidate is suspected of malpractice during an exam, the invigilator **MUST** warn the candidate that he/she may be removed from the examination room, and that the awarding body will be informed and may decide to disqualify the candidate.
- Any suspected cases of malpractice/maladministration must be reported to the exam officer immediately. The exam officer will then follow exam board procedures and policies accordingly.

14. Certificates

- Certificates are collected and signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

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- Certificates are not withheld from candidates who owe fees.
- The centre retains certificates for five years.

15. Policy Review

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Senior Leadership Team, Exams Office and the Academy Governing Committee.

Policy last reviewed on 1st July 2015

Policy last modified on: 1st July 2015

With the addition of the policy for Controlled Assessment

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	<p>Footer changed to June 2013</p> <p>'Completion of the JCQ form 8' added</p> <p>NVQ removed from 3. Statutory Tests and Qualifications offered.</p> <p>'Students take the Durham University CEM test.' Removed from At Key Stage 3 section</p> <p>January and March removed from Exam Seasons section</p> <p>The JCQ form 8 to be used to record details added to Access Arrangements section</p>	<p>Footer</p> <p>Page 5</p> <p>Page 6</p> <p>Page 6</p> <p>Page 6</p> <p>Page 8</p>
<u>01.07.2015</u>	<p>Date and examinations officer name changed on front cover to July 2015 and Natasha Worthington</p> <p>Footer changed to July 2015</p> <p>OCR Nationals, CACHE Foundation Award, BCS Entry Level removed. BCS level 2 added.</p> <p>Estimated entries date changed to October.</p>	<p>Cover</p> <p>Footer</p> <p>Page 6</p> <p>Page 6</p>
<u>09.09.2016</u>	<p>Access Arrangements additional point added.</p> <p>Malpractice/maladministration added</p>	<p>Page 7</p> <p>Page 11</p>

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<u>31.10.2016</u>	Updated and checked appeals section is in line with updated BCS appeals policy.	Page 11
<u>18.10.2017</u>	Date changed on front cover to October 2017	Cover
	Footer changed to G:shared/2017-18	Footer
	The role of the invigilator updated	Page 5
	New qualification Cambridge Technical and BTEC Tech Awards added	Page 5
	Post 16 description modified in line with new courses	Page 6
	Exam seasons updated to reflect inclusion of January exams and March Internal Exams.	Page 6
	Late entries decision making process updated	Page 7
	Managing invigilators updated to exam officer	Page 8

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