

Slough and Eton Church of England Business and Enterprise College



Exam Policy

This policy is reviewed annually to ensure compliance with current regulations


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2 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.

This exam policy will be reviewed every two years.

This exam policy will be reviewed by the head of centre, deputy head and the exams officer. All staff should be aware of JCQ and their subject awarding body regulations and processes.

3 Exam responsibilities

Head of Centre

Overall responsibility for the school/college as an exam centre:

- Advises on appeals and re-views
- 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 officer

- Manages the administration of public and internal exams
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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 internal assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes 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
- Identifies and manages exam timetable clashes
- Line manages the lead invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Submits candidates' internal assessment marks, tracks despatch and stores returned work 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/post results requests
- Maintains systems and processes to support the timely entry of candidates for their exams.

SLT

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Curriculum Leaders

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of internal 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.
- Accurate and timely submission of internal assessment samples as requested by exam boards.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Ensure that they understand the latest regulations for conducting internal assessments.
- Submission of candidate names to Curriculum Leaders.

SENCO

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

EALCO

- Identification and testing of candidates' requirements for EAL related access arrangements.
- Provision of additional support — with spelling, reading, English for speakers of other languages— to help candidates achieve their course aims.

Lead invigilator/invigilators

- Invigilators are required to be a quiet, observant presence during the exam. They must ensure that all JCQ guidelines and rules are adhered to and that the candidates are provided with the best possible environment to do their exam in. They must maintain the necessary discipline and quiet in the room. They must assist individuals with queries as quickly and quietly as possible and should seek guidance from the exams officer if they are unable to resolve any queries.
- Assist in exam room preparation and to check that all the necessary materials are provided and to assist with clearing the exam room and packing equipment at the end of the exam.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Assist with starting an exam.
- Act with authority to maintain the necessary discipline and observance of rules. They must be able to speak clearly and audibly in a large room to give candidates instructions.
- Open and hand out exam papers and materials. They are responsible for the security and safety of papers and scripts in their care.
- Responsible for initial handling of incidents in the exam room, the summoning of assistance when needed and the production of incident or malpractice reports afterwards. An invigilator needs to be calm and practical in these cases.
- Responsible for the supervision of scribes, readers and other special arrangements assistants to ensure that they follow the correct procedures and do not provide unauthorised assistance.
- Responsible for supervising candidates in and out of the exam room for toilet or sickness breaks as necessary and for ensuring that ratios of invigilators are maintained in their absence. Call for help if necessary.
- An invigilator is responsible for the orderly evacuation of the exam room in an emergency and for the supervision of the candidates during that evacuation, following the fire procedures.
- Responsible for the completion of the room attendance register and for notifying the exam office of any missing candidates at the start of the exam.
- Responsible for the collection of papers and the checking of papers against the register. They must be careful to ensure papers are all present and front details are all correctly completed.

- An invigilator is responsible for ensuring the safe hand over of completed and unused exam papers and materials to the exams office.
- Carry out the relevant safeguarding training.

Candidates

- Confirmation and signing of entries.
- Understanding internal assessment regulations and signing a declaration that authenticates the work as their own.
- Understanding and following the examination regulations from JCQ and the school.

Administrative staff

- Support for the input of data.
- Posting of exam papers.

4 The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of curriculum.

The statutory tests and qualifications offered are GCSEs, A levels, Cambridge National & Technical, Key skills, BTEC, AQA Technicals, Eduqas and ABC.

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, the exams office must be informed.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Entries will be made at the request of the head of subject for GCSE, ELC, Level 1/2 certificates, BTEC, AQA Technicals and Cambridge Nationals based on the student's curriculum.

At post-16

Entries will be made at the request of the head of subject for GCSE, A and AS Levels, BTEC, L3 AAQ and Cambridge Technical courses based on the student's curriculum.

Additional entries for GCSE or A level languages will be made if students have a second language. Level 3 BTEC courses will be certified at the end of year 13.

5 Exam seasons and timetables

5.1 Exam seasons

Internal exams are scheduled according to the Assessment Calendar published in the preceding July.

Most external exams are scheduled the summer season with an opportunity to re-sit English and Maths GCSE in November for Year 12 and 13 students. Some vocational courses have exams in January.

All internal exams are held under current JCQ exam conditions.

The exam series used in the centre are decided by the head of centre and the curriculum leaders.

5.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

6 Entries, entry details, late entries and retakes

6.1 Entries

Candidates are selected for their exam entries by the curriculum leaders 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.

6.2 Late entries

Entry deadlines are circulated to curriculum leaders via email and noticeboard.

Late entries are authorised by curriculum leaders and the exams officer.

6.3 Retakes

Retake decisions will be made in consultation with the candidates, exams officer and curriculum leaders, with due consideration to all exam board regulations.

(See also section 7: Exam fees)

7 Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

GCE initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

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 not be sought from candidates who fail to sit an exam or meet the necessary internal assessment requirements.

Slough and Eton reserves the right to pass on any retake fees for first and any subsequent retakes to the candidates, under the circumstances where it appropriate to do so.

(See also section 6.3: 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 11.2: Enquiries about results [EARs])

8 The Equality Act (EA), special needs and access arrangements

8.1 DDA

The Equality Act 2010 strengthens the duty to make reasonable adjustments and defines substantial disadvantage. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

8.2 Special needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

8.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

9 Managing invigilators and exam days

9.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for external exams and internal exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams office. They complete annual training to ensure they are always fully conversant with the JCQ regulations.

Invigilators' rates of pay are set by the head teacher.

9.2 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.

Site management is responsible for setting up the allocated rooms.

The lead invigilator 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 before the end of a session. Papers will be distributed to curriculum leaders in line with JCQ regulations.

10 Candidates, clash candidates and special consideration

10.1 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.

The exams officer/attendance officer 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.

10.2 Clash candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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

11 Appeals against internal assessments

11.1 Internal Assessment

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined

date.

Curriculum leaders will ensure all work is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers and the curriculum leaders.

11.2 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 internal assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

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

12.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

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.

12.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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 5: Exam fees)

12.3 ATS

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 officer, teaching staff and head of centre will investigate the feasibility of asking for a review of marking 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.

13 Certificates

The exams officer will email students once all certificates have been received and checked. This is usually at the start of December.

Certificates may be collected on behalf of a candidate by a third party, provided they have given a written authorisation to do so.

The centre retains certificates for five years.

Appendix 1 Procedure for seating and identifying candidates in the exam rooms

1 Purpose of the Procedure

The purpose of the policy is to ensure that methods are put in place to ensure that candidates are seated in exams properly, and all candidates have their identity verified.

“The centre will... verify the identity of all students that they enter for examinations or assessments.”

[GR 5.9]

2 Person Responsible

It is the Exams Officer's job to ensure that there is a procedure in place to verify candidate identity and seat students and that invigilators are trained to carry this out.

3 Verifying Candidate Identity Procedure

To verify a candidate's identity:-

- Personalised photographic ID cards will be present on each exam desk for each exam as per the examination seating plan.
- These are individually created for each student and all details are imported from our schools information management system (SIMS).
- (If a student has not got permission for a photograph to be kept on the school system, then the school will arrange for their form tutor or another member of staff to be there at the start of each exam to verify their identity.)
- Invigilators plus all Senior leaders have access to this information electronically however this documentation including candidates' photos are provided at the front of each exam room too as a duplicate of the candidate ID cards. This allows the invigilators to correlate who is who on each day.
- Invigilators will walk around the exam hall and check the candidate against the photograph on the ID card.

Seating students:-

- Students are seated in a seating plan in exam rooms according to JCQ and awarding body requirements
- Students have their seat details on their candidate timetables. The seating plan is also placed outside the exam hall and there are invigilators in the exam hall with copies in case a candidate forgets.
- On entering the exam hall candidates are seated in the desks as instructed by the Exams officer and as is on the seating plan.
- Invigilators walk around the room and mark on the seating plan whether or not the candidate is present.
- All seating plans are kept in a safe place until after the deadline for exam enquiries.

Appendix 2 Managing behaviour in the exam rooms; food and drink in the exam rooms

1 Purpose of the Procedure

To encourage high standards of courtesy, conduct and self-discipline amongst students so that they can reach their full potential, without disruption, within a healthy, safe and caring environment. Our Christian Values that underpin our actions when dealing with behaviour are:

- **Christ**
- **Honesty**
- **Respect**
- **Initiative**
- **Success**
- **Tolerance**

2 Managing behaviour in the Exam Room

All candidates have a right to receive an exam environment which is not disrupted by others. Invigilators are required to provide this environment and expect good order and obedience in relation to school and exam rules. Where violations occur appropriate sanctions will be applied and persistent and non-co-operation in this will result in candidates being placed in Focus Room or if the incidents are serious enough a fixed term exclusion. During board exams the incident will be reported as possible malpractice.

3 Procedure

The head of centre has the authority to remove a candidate from the examination room, but would only do so if the candidate would disrupt others by remaining in the room.

The invigilators have the authority to move candidates to a different seat if the candidate is disrupting others. Incidents are recorded on the Exam Room Incident Log, containing all relevant information. This includes student name, exam number, member of staff dealing with the incident and the time of the incident. The incident log will be copied to the relevant member of SLT who deals with behaviour management.

4 Possible sanctions:

- Report as a possible malpractice incident to awarding body
- Student counselled by staff
- Notes in planner
- Break, lunch or after school detentions
- Letters of apology
- Extra Work
- Duties around the school
- Parent interview
- Loss of privileges
- Letter home
- Focus Room
- Fixed term exclusions

Specific targets are given related to the reason the student is on report. The report is to be carried with them at all times and given to subject teachers at the beginning of each lesson. A comment and grade

will be given by the classroom teacher. Clear guidelines are given on the reverse of the report.

5 Food and drink in exam rooms

A bottle of water may be allowed in the examination room at the discretion of the Exams Officer. However, this is on the condition that any water brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers. Drink bottles must be transparent. The centre stipulates that the drink must be water only.

No food is allowed in the exam room.