

Conyers School

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EXAM POLICY

Updated: November 2019

Origin: Director of Curriculum Systems
(i/c Exams)

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Policy:

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.
- To ensure the Centre complies with JCQ regulations and awarding body guidelines.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

1. Exam responsibilities

1.1 Head of Centre

Overall responsibility for the school as an exams centre:

- Advises on appeals and remarks
- The Head of Centre is responsible for reporting all suspicious or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

1.2 Exam Officer

Manages the administration of public exams:

- advises the Executive, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- communicates key exam dates in which candidates will be involved to the deputy head for inclusion in the school's calendar of events.
- 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 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 publications access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework/controlled assessment marks and requested work samples are submitted on schedule, and record returned work and any other material required by the appropriate awarding bodies correctly.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Executive, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

1.3 Subject Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures.
- accurate completion of coursework and controlled assessment mark sheets and declaration sheets.
- accurate completion of entry, estimated grades and all other mark sheets and adherence to deadlines as set by the Exam Officer.

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1.4 Teachers are responsible for:

- Submission of candidates' entry details to heads of subject.

1.5 SENCO is responsible for:

- 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.

1.6 Lead invigilator/invigilators are responsible for:

- Support the Exam Officer when preparing examination rooms
- Collection of exam papers and other relevant material from the exams office before the start of the exam.
- Supervise students and ensure JCQ 'Instructions for conducting examinations' are adhered to.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

1.7 Candidates are responsible for:

- Confirmation and signing of entries.
- Ensure they know the date, time and location of their exams
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Ensure they abide by and are aware of the JCQ 'Information for candidates for written and on-line examinations.

2. Qualifications offered

The qualifications offered at Conyers are decided by the Head of the Centre

The qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals, ASDAN, OCR iMedia and Functional Skills

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 specification from the previous year, the exams office must be informed by the beginning of July prior to the adoption of the new specification.

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

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, subject teachers and the Deputy Headteacher.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled for Y11 in December and for Y12/13 in January. These are held under external exam conditions

External exams are scheduled in November, January and June.

Controlled assessments take place throughout the academic year.

Which exam series are used in the centre is determined by the Head of Centre

On-demand tests are scheduled in agreement with the exam office and are subject to IT room availability

3.2 Timetables

The Exam Officer will circulate the exam timetables for both external and internal examinations once they are confirmed.

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4. Entries, entry details and late entries

4.1 Entries

It is the subject leaders' responsibility to check that all entry codes and details are correct and to advise the Exam Officer of any amendments.

It is the students' responsibility to check that all entries and personal details are correct and to advise the Exam Officer of any amendments by the stated deadlines.

Decisions on exam entries are made by the heads of subject and subject teachers.

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

The centre accepts entries from former candidates only.

The centre does not act as an exam centre for other organisations.

4.2 Late entries

Entry deadlines are circulated to heads of department via email and internal post/pigeon hole.

Late entries are authorised by heads of subject and will incur penalty fees from the awarding bodies which will be payable by the subject/department.

4.3 Resits

GCSE retakes are allowed.

AS module retakes are allowed.

Re-sits decisions will be made in consultation with candidates and subject teachers.

5. Exam fees

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

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.

Late entry or amendment fees are paid by the Departments and Centre.

Reimbursements will 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.

Re-sit fees are paid by candidates according to the school's schedule of fees.

Candidates must pay the fee for an enquiry about the result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

6. The Equality Act and access arrangements

6.1 The Equality Act

This is the responsibility of the Head of Centre and SENCO.

All exam office staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Access arrangements

A candidate's access arrangements requirement is determined by the SENCO.

Making access arrangements for candidates to take exams is the responsibility of both the SENCO and Exam Officer.

Submitting access arrangement on-line to the awarding bodies is the responsibility of the Exam Officer.

Rooming access arrangements for candidates will be arranged by the Exam Officer.

Invigilation and support for access arrangement candidates will be organised by the Exam Officer in consultation with SENCO.

The SENCO will inform subject teachers of candidates with special educational needs who are

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embarking on a course leading to an exam, of any special arrangements that individual candidates can be granted during the course and in the exam.

7. Estimated grades

Subject leaders are responsible for submitting estimated grades to the Exam Officer when requested by the Exam Officer, and exam boards.

8. Managing Invigilators and Exam Days

8.1 Managing invigilators

External invigilators will be used for all external and internal exam supervision, organised by the exam office.

Recruitment of invigilators is the responsibility of the Exam Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Exam Officer.

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

Invigilators are timetabled and briefed by the Exam Officer.

Invigilators rates of pay are set by the centre administration

8.2 Exam Days

The Exam Officer will liaise with Go Sport, PE department and Facilities Manager for the use of appropriate spaces for exams.

Site management is responsible for setting up the exam desks and chair requirements in allocated rooms.

The Exam Officer will make the question papers, other exam stationery and materials available for the invigilator.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but will not be allowed to enter the exam room or advise on which questions 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 by the Exam Officer twenty-four hours after an exam.

In the event of an emergency during the examination, the senior invigilator will be informed by a member of the Executive as to whether candidates need to be evacuated from exam rooms.

Candidates will be informed of the procedure to evacuate exam rooms.

Candidates should evacuate the exam room in silence, and in the order in which they are seated. Candidates will be escorted to a designated assembly point where they must remain in silence. When the "all clear" is received from a member of the Executive, the students will be escorted back to the examination room in silence. Candidates can only resume working when told to do so by the invigilator.

A full report of the incident including the time of the interruption and how long it lasted will be submitted to the exam board(s).

9. Candidates, clashes and special consideration

9.1 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.

Candidates are expected to stay for the full exam time at the discretion of the Exam Officer or senior invigilator.

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Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room, and will be accompanied by a member of staff at all times. The Pastoral Manager will attempt to contact any candidate who is not present at the start of an exam. The senior invigilator will deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The Exam Officer will be responsible for identifying clash candidates, arranging supervision within the centre or arranging overnight supervision as necessary according to JCQ 'Instructions for conducting exams'. The Exam Officer will inform candidates of these arrangements.

9.3 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 Exam Officer, or the exam invigilator, to that effect on the day of the exam.

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

The Exam Officer will then submit a completed special consideration form to the relevant awarding body within seven days of an exam.

9.4 Private candidates

Managing private candidates is the responsibility of the Exam Officer.

10. Coursework/controlled assessment and appeals against internal assessments

10.1 Coursework/controlled assessment

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

Subject leaders will ensure all coursework/controlled assessment is ready for dispatch, with an authentication form completed declaring that all work submitted is the candidate's own work, at the correct time and the Exam 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 leaders.

The centre is obliged to publish a separate policy specifically for controlled assessments.

The main points are:

- It is the responsibility of the subject leader to obtain the controlled assessment task details from the exam boards.
- Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Exam Officer should be notified when high level controlled assessment is taking place.
- Relevant display materials must be removed or covered up.
- All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions.
- All assessment materials must be locked in a suitable secure cabinet at the end of each session.
- Separate user accounts for exam use must be used for high control level work. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. If work is saved on memory sticks these must be collected in after each session and locked away, as above.
- Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.
- If suspected malpractice occurs, the Exam Officer must be informed.
- If a student's work is lost within the school, this must be reported to the exam board via the Exam Officer.

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- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to controlled assessment.
- The assessment marks must be submitted to the exam office by the appropriate date.

10.2 Appeals against internal assessment of work

The centre is obliged to publish a separate policy on this subject. See appendix 1.

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 10 June 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 Exam Officer and recorded for awarding body inspection.

11. Accreditation of Prior Learning

When a student joins Conyers during KS4/5 from another school, every effort will be made to enable the student to complete courses already started in their previous school.

The Director of Curriculum Systems in consultation with the student, parents, Pastoral Manager and subject leaders will decide on the most appropriate courses to be followed. This could include a modified student timetable covering Y10/11 or Y12/13 or it may be more appropriate for a student to repeat a year if there is no match of courses.

When there is a modified student timetable to allow courses to be completed and certified using exam syllabus/ boards not normally taught at Conyers, a detailed action plan will be produced by the Director of Curriculum Systems setting out dates, exams and exam board.

The Director of Curriculum Systems will liaise with the Exam Officer to ensure all appropriate entries are made in accordance with exam board regulations.

The school will follow the guidance given in EDEXCEL's "Recognition of Prior Learning Policy" as appropriate.

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

12.1 Results

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses, candidates to provide self-addressed envelope.

Third parties may collect candidate's results only with prior written authorisation from the candidate to the Exam Officer.

Results will NOT be issued by telephone or text.

The provision of staff on results days is the responsibility of the Exam Officer.

The centre aggregates at the end of Y12 for AS grades.

12.2 EARs

Where a candidate is unhappy with the mark awarded for a particular externally marked exam unit, a clerical check or review of original marking may be requested via the Examinations Office. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered and will be responsible for paying the relevant fee at the time of the request.

A review of marking may be requested by centre staff, with the permission of the candidate, 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).

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12.3 ATS

Candidates may request the return of their exam scripts for which they will be charged the exam board fee.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Review of marking cannot be applied for once a script has been returned.

13. Certificates

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains uncollected certificates for two years after which time they will be confidentially destroyed. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

14. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of the Centre and Exam Officer.

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Appendix 1

Appeals against Internal Assessment of Work for External Qualifications

Conyers School is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

This procedure is also available from the Exam Office.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
2. Appeals should be made in writing by the candidate's parent/carer to the Headteacher who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Headteacher was directly involved in the assessment in question, another member of the Executive will be appointed to conduct the investigation. Likewise if the Headteacher is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Conyers School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the Enquiries About Results procedure of the relevant awarding body.

How it will be monitored: recording of incidents	By whom: Exam Officer Director of Curriculum Systems (i/c Exams) Deputy Headteacher
Review Date: Annually, November	Review Assigned to: Exam Officer Director of Curriculum Systems (i/c Exams) Deputy Headteacher Conyers Local Governing Body's Curriculum & Standards Committee