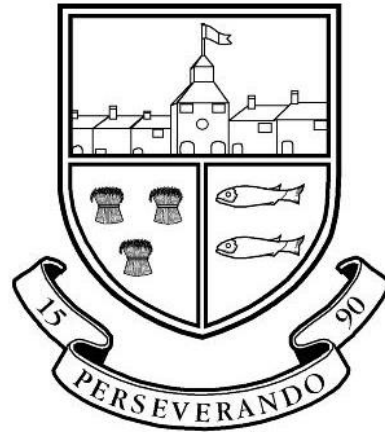




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## ***Conyers School Exams Policy***

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***Date:*** September 2023

***Policy Review Cycle:*** Annually

***Review Assigned to:*** Quality of Education Committee

Ratification at QE meeting Nov 23

## **EXAM POLICY**

Updated: September 2023

Origin: Deputy Headteacher

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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:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications.

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure the integrity and security of the examinations and assessments is maintained throughout the examination series.
- Takes all reasonable steps to maintain the integrity of the examinations/assessments including the security of all assessment materials.
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately.
- Ensure risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- Ensures the relevant awarding bodies are informed of any Conflict of Interest.
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel.
- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes

all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.

- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to a JCQ centre inspection.

1.2 Exam Officer is responsible for:

- understanding the contents of annually updated JCQ publications
- completing/submitting the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR by the end of October each year
- being familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ensuring key tasks are undertaken and key dates and deadlines met
- recruiting, training and deploying a team of internal/external invigilators; appointing lead invigilators, as required and keeping a record of the content of training provided to invigilators for the required period
- working with SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- supporting the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries
- briefing other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- advising the Executive team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- communicating key exam dates in which candidates will be involved to the deputy head for inclusion in the school's calendar of events
- communicating regularly with staff concerning imminent deadlines and events
- ensuring that candidates are informed of and understand those aspects of the exam timetable that will affect them
- consulting with teaching staff to ensure that necessary coursework/controlled assessments are completed on time and in accordance with JCQ guidelines
- providing and confirming detailed data on estimated entries
- receiving, checking and storing securely all exam papers and completed scripts
- administering access arrangements and making applications for special consideration using the JCQ publications access arrangements, reasonable adjustments and special consideration
- identifying and managing exam timetable clashes

- accounting for income and expenditures relating to all exam costs/charges
- tracking despatching and storing returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranging for dissemination of exam results and certificates to candidates and forwards, in consultation with the Executive, any appeals/re-mark requests
- maintaining systems and processes to support the timely entry of candidates for their exams.

1.3 Senior Leaders are responsible for:

- ensuring they are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications.

1.4 Heads of Team are responsible for:

- teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exam Officer and SENCo
- teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- teaching staff attend relevant awarding body training and update events.

1.5 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.

1.6 Teachers are responsible for:

- keeping up to date with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- submission of candidates' entry details to heads of subject
- submission of candidates' non-examined assessment marks.

1.7 SENCO is responsible for:

- understanding the contents, refers to and directs relevant centre staff to annually updated JCQ publications including Access Arrangements and Reasonable Adjustments
- leading on the access arrangements and reasonable adjustments process
- presenting when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- identifying and testing candidates requiring access arrangements

- providing 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.

1.8 Senior invigilator/invigilators are responsible for:

- attending/undertaking training, update, briefing and review sessions as required
- providing information as requested on their availability to invigilate
- signing a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- supporting the Exam Officer when preparing examination rooms
- collecting exam papers and other relevant material from exam secure storage or the exams office before the start of the exam.
- supervising students and ensuring JCQ 'Instructions for conducting examinations ' are adhered to.
- collecting all exam papers in the correct order at the end of the exam and their return to secure storage.

1.9 Reception staff are responsible for:

- supporting the Exam Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

1.10 Site staff are responsible for:

- supporting the Exam Officer in relevant matters relating to exam rooms and resources.

1.11 Candidates are responsible for:

- checking their entries are correct when provided with timetables
- ensuring they know the date, time and location of their exams
- familiarising themselves with relevant JCQ documents referring to expected conduct
- understanding coursework/non-examined assessment regulations and signing a declaration that authenticates the coursework/non-examined assessment as their own.
- ensuring 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 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, May and June.

Non-examined assessments and coursework 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.

### 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.

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.

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 arrangements on-line to the awarding bodies is the responsibility of both the SENCO and 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 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 senior/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/lead 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.

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 an invigilator at all times.

The Pastoral Manager and the Exam Officer 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.

A member of the Senior Leadership team will produce signed evidence in support of all eligible special consideration applications.

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/non-examined assessment and appeals against internal assessments

#### 10.1 Coursework/non-examined 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/non-examined 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 kept on file by the subject leaders.

The centre is obliged to publish a separate policy specifically for non-examined assessments. The main points are:

- It is the responsibility of the subject leader to obtain the non-examined 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.
- Authentication forms must be signed by the teachers and candidates.
- Access arrangements do apply to non-examined assessment.

## 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.
- 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 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 email to their school email address, when a request has been received 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.

### 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).

### 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.

## Appendix 1

### Appeals against Internal Assessment of Work for External Qualifications

Conyers School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Conyers School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Conyers School will

- ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- inform candidates that they may request copies of materials (for example, as a minimum, a copy their marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as artwork and recordings, inform the candidate that these will be shared under supervised conditions) within 7 calendar days
- inform candidates they will not be allowed access to original assessment material unless supervised
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 7 days of receiving copies of the requested materials by completing the internal appeals form.
- arrange for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- ensure that the review of marking is carried out by an assessor who has appropriate

How it will be monitored:

Recording of incidents

By whom: Exam Officer/Deputy Headteacher

Review Cycle: Annually

Review assigned to: Conyers Quality of Education Committee