



Exams policy

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The policy is next due for review on March 2019



The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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.

The exams policy will be reviewed every 2 years

The exams policy will be reviewed by the *Senior Leadership Team*

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer¹:

- manages the administration of *all exams*.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.



- oversees the production and distribution, to all centre 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams 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 are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Subject Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.



- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **special educational needs coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exam rooms.

Invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Subject Leaders and the Head Teacher.

The types of qualifications offered are GCSEs.

The subjects offered for these qualifications in any academic year may be found on the school website.



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

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leaders in consultation with the Head Teacher

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in December/January.

External exams and assessments are scheduled in May/June.

Internal exams are held under external exam conditions.

Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables to candidates.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with the Subject Leader.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to Subject Leaders/curriculum via email.

Subject Leaders will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.



Exam fees

Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes.

The Exams officer will publish the deadline for actions well in advance for each exams series.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCo.

Access arrangements

“Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements fall into two distinct categories: some arrangements are delegated to centres, others require prior JCQ^{CIC} awarding body approval.

Access Arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and Braille question papers. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.



How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment."

[JCQ website [An overview](#)]

Please also refer to our **Equalities Policy (Exams & Access Arrangements) for further information.**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

The assessment process

Assessments are carried out by an assessor appointed by the Head Teacher. The assessor is appropriately qualified as required in JCQ regulations as follows:

- *an access arrangements assessor who has successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment. An access arrangements assessor may conduct assessments to be recorded within Section C of Form 8; and/or*
- *an appropriately qualified psychologist registered with the Health & Care Professions Council who may conduct assessments to be recorded within Section C of Form 8 and where necessary undertake full diagnostic assessments; and/or*
- *a specialist assessor with a current SpLD Assessment Practising Certificate, as awarded by Patoss, Dyslexia Action or BDA and listed on the SASC website, who may conduct assessments to be recorded within Section C of Form 8 and where necessary undertake full diagnostic assessments.*

and

An access arrangements assessor must have successfully completed a post-graduate course at or equivalent to Level 7, including at least 100 hours relating to individual specialist assessment, which must include training in all of the following:

- *the theoretical basis underlying psychometric tests, such as the concepts of validity and reliability; standard deviations and the normal curve; raw scores, standard scores, quotients, percentiles and age equivalent scores; the concept of statistically significant discrepancies between scores; standard error of measurement and confidence intervals;*
- *the appropriate use of nationally standardised tests for the age group being tested;*



- *the objective administration of attainment tests which can be administered individually. This must include tests of reading accuracy, reading speed, reading comprehension and spelling. Appropriate methods of assessing writing skills, including speed, must also be covered;*
- *the appropriate selection and objective use of tests of cognitive skills, see paragraph 7.5.12, page 86;*
- *the ethical administration of testing including the ability to understand the limitation of their own skills and experience, and to define when it is necessary to refer the candidate to an alternative professional.*

[AA 7.3]

Malden Oaks has an established relationship with their assessor, Jill Braun as she has worked with them for the last 5 years. Both the head of centre and SENCo have worked with the assessor in other settings. The assessor has provided a copy of her qualification; a Diploma for Teachers of Learners with Specific Learning Difficulties received in December 1997. This is equivalent to a level 7 course and fulfils all the requirements as stated within JCQ Guidelines. The assessor is a full member of PATOSS and annually attends their conference. The assessor also completes an annual Access Arrangements update course through Communicate-ed. Copies of the assessors qualifications are held by the SENCo in her Access Arrangements file in her office and also by the Business Manager in the assessor's personnel file.

Bear in mind all relevant JCQ regulations and guidance provided in [GR](#) and [AA](#) , including centres are required to

*"...have a **written** process in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly..."*

*...ensure that where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified specialist assessor **as appointed by the head of centre...**"*

[GR 5.4]

"Evidence of the assessor's qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SENCo."

[AA 7.3]

Evidence of need

The school will be able to show:

- Relevant evidence of the nature and extent of the disability or difficulty/impairment which has a substantial and long term affect i.e. history of need/history provision.



- Evidence that the difficulties are persistent and significant i.e. assessment results/provision.
- Show evidence of how the disability, difficulty or impairment has impacted on teaching and learning in the classroom.
- Confirm that the student will be at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment.

For access arrangements awarded on medical grounds:-

- A letter from CAMHS or a clinical psychologist; or
- A letter from a hospital consultant; or
- A Letter from the Local Authority Educational Psychology Service; or
- A letter from the Local Authority Sensory Impairment Service; or
- A letter from a Speech and Language Therapist (SALT).

The school must be made aware of any on-going medical problems as soon as they have been diagnosed. If the school is not made aware of the student's medical history then an access arrangement cannot be put into place for public examinations. In cases when GP's provide medical letters for anxiety or depression, then the evidence must show that the school has been aware of this and has been working with the student

Access arrangements may vary due to the different demands in some subjects. If this is the case then access arrangements may be awarded only for those subjects or adapted for those students who require arrangements for all subjects.

Where formal access arrangements are determined and agreed these become the 'normal way of working'. This means that the appropriate access arrangements should be taken into consideration in all internal and external assessments. An access arrangement must be the student's normal way of working in order for the application to comply with regulation. If a student chooses to continually not use their access arrangement then the access arrangement will be removed for public examinations.

Responsibilities

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of *SENCo*



Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer or SENCo.

Rooming for access arrangement candidates will be arranged by the Head Teacher and Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer & SENCo.

Contingency planning (separate plan)

Contingency planning for exams administration is the responsibility of the Examinations Officer.

The examination contingency plan is published on our website and is *in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

Estimated grades

Subject Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

External staff will not be used to invigilate examinations.

Malpractice

Subject Leaders/Teachers in charge shall:-

- Seek to avoid potential malpractice by informing students of the malpractice policy and penalties for attempted/actual incidents.
- Teach students the appropriate format of how to record cited texts and other materials or information sources and provide evidence that they have acknowledged any sources used.



- Ensure students are able to declare that their work is their own. Ensure students provide evidence that they have interpreted and synthesised appropriate information and acknowledged/cited any sources used.
- Conduct an investigation following the policy procedure, if required to do so, after seeking advice from SLT and the Examination Officer. All stages must be recorded and kept.
 - Make the individual fully aware, at the earliest opportunity, of the nature of the alleged malpractice and of the possible consequences should mal practice be proven.
 - Give the student the opportunity to respond to the allegations made and inform the student of avenues for appeal.
 - Ensure that any sanction awarded will be in accordance to the policy and the awarding body.

Definitions of Malpractice:

- Plagiarism of any nature
- Collusion by working collaboratively to produce work that is submitted as individual student work.
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone's else in order to produce the work for another, or arranging another person to take one's place in an assessment.

Malpractice by Centre Staff:

- Improper assistance to students
- Inventing or changing marks for internally assessed work (coursework/portfolio) where there is insufficient evidence of candidate's achievements to justify.
- Failure to keep candidate's coursework/portfolio of evidence secure.
- Fraudulent claims for certificates or claiming for a certificate prior to the student completing all the requirements of the assessment.
- Assisting students in the production of work where the support has the potential to influence the outcome of assessment, for example where the assistance involves staff producing work for the student.
- Producing falsified witness statements, for example for evidence the learner has not generated.



- Facilitation and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example for alteration, substitution or by fraud.

Exam days

The exams officer will make the question papers, other exam stationery and materials available for the invigilators.

The Examination Officer and SLT are responsible for setting up the allocated rooms.

The invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations and only after all candidates have completed the exam.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

The exams officer will provide written information to candidates in advance of each exam series.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.



In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 Head Teacher.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Examination Officer will be responsible as necessary for supervising candidates, identifying a secure venue.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examination Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body before the end of the examination session.

Internal assessment

It is the duty of Subject Leaders to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.



Marks for all internally assessed work are provided to the exams office by the Subject Leaders. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure. Internal Appeals

Malden Oaks is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specification and subject-specific associated documents.

Please see the [internal appeals procedures document which is available on the website.](#)

Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address

Arrangements for the centre to be open on results days are made by the Head Teacher/SBM.

The provision of the necessary staff on results days is the responsibility of the Head Teacher.

Enquiries about Results (EARs)

- Candidates who wish to appeal against a mark gained in a written paper should in the first instance contact their subject teacher or Head of Department as soon as possible (but at least 5 working days before the published deadline for EARs). The Examinations Officer will advise the candidate on the options available to query the mark/grade and the costs involved.
- Candidates should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms can be obtained from the Examinations Office.



- The subject teacher will review the candidate's marks/grades and discuss with the Head of Department to agree on the appropriate action, taking into account the breakdown of marks, the grade boundaries and the candidate's predicted grades.

If both the candidate and subject teacher or relevant member of staff are in agreement, then an appeal will be made to the exam board by the Examinations Officer, before the published deadline for EARs, with the resulting cost being paid for by the department. If the EAR is successful, the fee will be refunded.

- Should the relevant member of staff disagree with the decision to appeal, the candidate may still do so, but will have to bear the cost of the enquiry and any additional administrative fee.
- The candidate must inform the Examinations Officer of his or her decision to appeal within a week of the results being published.
- Appeals should be made in writing to the Examinations Officer. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone no. of the candidate, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team. The outcome of the appeal will be communicated by telephone and 1st class post within 24 hours of receipt. This decision is final.
- If the centre does not support the EAR, the candidate may still proceed, but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests may be made in person to the Examinations Officer before the published deadline for EARs. If the enquiry is successful the fee will be refunded to the student.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.



Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-mark applications cannot be applied for once an original script has been returned. Processing of requests for ATS will be the responsibility of the Examinations Officer.

Certificates

Candidates will receive their certificates

- in person at the centre
- posted (recorded delivery)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 2 years.

A duplicate certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer

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Date.....