



# Backwell School Examinations Policy 2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
<i>Clare Mason</i>	
Date of next review	November 2023

## 1. EXAMINATIONS POLICY

The purpose of this examinations policy is:

- To ensure that 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 that all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times

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

The Examinations Policy will be reviewed annually by the SLT member responsible for exams and the Examinations Officer.

## 2. EXAMINATION ROLES AND RESPONSIBILITIES

### Key Roles:

Head of Centre

- Responsible for ensuring the National Centre Number Register annual update is completed by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signing and returning the head of centre's declaration.
- Accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.

Examinations officer

- The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

Head of Education Support (SENCO)

- The SENCO is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in all matters relating to the testing and awarding of Access Arrangements in accordance with JCQ regulations.

### Key Responsibilities:

Head of Centre is responsible for:

- Ensuring appropriate support is provided to enable compliance with relevant JCQ regulations.

This will include, but may not be limited to:

- Ensures a named member of the senior leadership team is allocated to provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

- Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre.
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCO).
- Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- 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
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence). See Examination Contingency Plan.
- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements. See Access Arrangements Policy.
- 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 centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- Ensures staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre.
- Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate.

Deputy Head is responsible for:

- Organising teaching and learning
- Approving any change to examination specification and/or exam board.
- Approving any application made for students to be withdrawn from examinations.

Senior Leadership Team is responsible for:

- Ensuring at least one member of the SLT is on call each day of the main exam period to provide support as required by the examinations team. This may include:
  - In the event of a fire alarm, liaising immediately with the examinations team, and advising on whether evacuation is necessary for any of the exam rooms currently in use. (The examinations team will provide a daily list of the exam rooms being used.)
  - Starting exams in the sports hall.
  - Dealing with problem behaviour / malpractice should it arise.

Examinations Team – manages the administration of external exams:

- Provides and confirms detailed information regarding Estimated Entries.
- Maintains systems and processes to submit entries to awarding bodies before published deadlines.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers all applications for Special Consideration.
- Identifies and manages exam timetable clashes.

- Coordinates seating requirements, ensuring that candidates are seated according to JCQ requirements and that all access arrangements (as identified, approved and advised by the Education Support department) are accommodated as appropriate.
- Accounts for income and expenditures relating to all exam costs and charges.
- Line manages all invigilators, organising recruitment, training and monitoring during examinations.
- Oversees the collation and submission of coursework marks and despatch of sample requests on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards any appeals/remark requests to awarding bodies.

Heads of Department are responsible for:

- Deciding on the awarding body and specification.
- Ensuring that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Supplying the Examinations Officer with details of all exam codes from the specification.
- Can request a venue for their examinations, but this is subject to timetable constraints and availability.
- Checking entries once teachers have completed their marksheets, ensuring candidates have been entered accurately and sign the Element Entry List to confirm they have done so.

Teachers are responsible for:

- Inputting all examination entries via marksheets.
- Discussion with students regarding possible re-sit opportunities and making subsequent entries.
- Reminding students of the exam date in lessons leading up to exam.
- Notification of any Access Arrangement requirement to Education Support so that testing can be carried out – as soon as possible after the start of the course.
- Requesting Scribes/Readers/PC (Lap Tops) from Educations Support/Exams Office for students with Access Arrangements for Controlled Assessments and Non-examination Assessments.
- Ensuring that students are entered at the correct tier of entry.

Tutors are responsible for:

- Distribution of Statements of Entry
- Distribution of Individual Candidate Timetables

Education Support / Specialist Teacher is responsible for:

- Identification and testing of candidates for Access Arrangements (excludes students who require temporary Access Arrangements for medical conditions eg broken limbs – this is managed by the exams team, based on medical evidence provided by the student, and in line with JCQ regulations.)
- Application on-line through JCQ Centre Admin Portal and once approved updating SIMS and informing parent/carer.
- Provision of additional support – with spelling, reading, mathematics, dyslexia, hearing and sight impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.
- Recommendation of IT equipment i.e., PC, voice recognition, etc.
- Review use of Access Arrangements after each exam season.

IT Department is responsible for:

- Provision of technical support and advice to exams team in relation to planning, preparation and delivery of exams.
- Ensuring IT staff are available during exam periods and results days to provide technical assistance in the event of IT issues/failure.

Invigilators are responsible for:

- Collection of exam papers and other material from the Examinations Officer before the start of the exam.
- Carrying out invigilation as per instruction of Examinations Officer and according to the JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- Confirmation of exam entry by signing and returning Statements of Entry.
- Understanding coursework regulations and signing the declaration that authenticates the coursework as their own.
- Reading and understanding the Examination Key Information Booklet.

### **3. POLICIES**

Broadly there are two areas where clear policies regarding the provision and administration of public examinations need to be in place.

- Internal policies for the benefit of teaching and non-teaching staff and invigilators
- Policies for candidates and parents

#### **3.1 INTERNAL POLICIES**

##### **a. Choice of Specification and Awarding Body**

- It is at the professional discretion of subject departments to choose which exam board offers the most appropriate specification designed to meet overall curriculum requirements.
- Any changes in specifications must be approved by the Deputy Head Curriculum and notified to the Examinations Officer by the Head of Department as soon as they are known. This process applies equally to a change of board where revised intentions to enter/estimated entry numbers are often required eighteen months ahead of exams being sat.
- All examination specifications are available online.

##### **b. Examination Seasons**

- i. GCSE/Entry Level
  - As a general rule GCSE examinations will be available to all candidates for the June series. GCSE retakes for English and Maths are available in November.
- ii. Level 1/2 Cambridge Nationals are offered in Child Development and Sports Studies

- The qualifications have been redeveloped for teaching from September 2022. Under the new rules, learners must complete the external assessment in the series in which they complete the qualification.
  - Unit assessments will be available in January and June series – to be advised by Head of Department.
  - The qualification allows for one resit/resubmission opportunity per assessment.
- iii. Level 1/2 BTECs are offered in Performing Arts and Music Practice
- Candidates must be registered at the start of Year 10.
  - The qualifications have been redeveloped for teaching from September 2022. Under the new rules, learners must complete the external assessment in the series in which they complete the qualification.
  - Unit assessments will be available in January and June series – to be advised by Head of Department.
  - The qualification allows for one resit/resubmission opportunity per assessment.
- iv. A Level
- A levels are available in the June series.
  - AS levels in Maths, Further Maths, Music and MFL will also be offered in the June series.
- v. Level 3 CTECs (2016 suite) are offered in Business, Health and Social Care and Performing Arts.
- Candidates must be registered in September series.
  - External assessments will be available in both January and June series – to be advised by the Head of Department.
  - Retakes are available in both January and June series.
- vi. Level 3 Applied Science
- External assessments will be available in both January and June series – to be advised by the Head of Department.
  - Retakes are available in both January and June series.

**c. Entries**

- It is essential that all entries are made accurately and within deadlines posted by exam boards.
- In all cases marksheets will be made available in SIMS by the Examinations Officer. These need to be completed by teaching staff within the required time frame and will be used to enter candidates electronically via A2C. Printouts of entries will be circulated to Head of Departments for final checking. These must be checked, signed and returned before the given cut off dates. Failure to do so can prove extremely costly and amendment fees will be charged to departments.
- When making entries it is essential that the correct entry codes are given - this is confirmed annually in September by Heads of Department completing the Estimated Entry Forms.
- Late entries made by departments will be charged to departments.
- All candidates are issued with a Statement of Entry for them to check.
- Candidates and parents/carers are responsible for checking their individual entries for completeness and accuracy, and must confirm their entries by the deadline given by signing and returning the statement of entry, or raise any discrepancies with the Exams Office and their teachers.

#### **d. Resits – internal candidates**

- GCSE
  - Maths and English – where a candidate has not achieved a pass, resits will be funded by the school, and candidates will usually be entered for the next available opportunity (resits are available in November and June).
  - All other cases – resits will not usually be supported. Candidates may be permitted to resit in exceptional circumstances (eg significant disadvantage at time of first attempt, or where a higher grade is required for future plans), but only if this has been discussed and agreed with the Head of Sixth Form/Deputy Head. In all cases charges will be the responsibility of the student who will be required to pay before entries are confirmed with the exam boards.
- Cambridge Nationals/BTECs
  - Candidates are permitted one retake opportunity per externally assessed module. Resits will be advised by the subject teacher after discussion with the student. The school will meet the cost of any resits of external components.
- CTECs/Applied Generals
  - Candidates are permitted one retake opportunity per externally assessed module. Resits will be advised by the subject teacher after discussion with the student. The school will meet the cost of any resits of external components.
- GCE
  - Reformed qualifications are now linear and assessed in their entirety at the end of the course. As such resit of individual modules is no longer relevant.

#### **e. External Entries**

- Backwell School will only accept external candidates if they are ex-Backwell School students, and only for those specifications which are already offered by the school. For L2 qualifications external entries will only be made for English and maths GCSE. For L3 qualifications, external candidates will only be accepted in the year following their final year at Backwell School.
- The decision to accept external candidates may be reviewed and withdrawn if necessary, although existing entries would usually be honoured.
- External candidates will need to complete the appropriate documentation (available from the Exams team) and provide payment by the dates specified. Entries will not be made without upfront payment of fees.
- External candidates will be required to pay an administration fee of £30, in addition to the costs of the papers themselves and a charge for invigilation costs.

#### **f. Amendments**

- As a rule, amendments to entries should be avoided.
- Where changes of tier/level are requested after the exam board deadline any such changes will incur penalty fees payable by departments or individual students.
- In all cases amendments notified to the exams office including additional entries, withdrawals or changes of tier must be given in writing (preferably by email) by the Head of Department. This may be based upon student or parental request, but must be agreed at subject Department level.

#### g. Withdrawals

- Withdrawal requests must be made in writing by Heads of Department and be approved by Deputy Head Curriculum or Head of Sixth Form.
- Depending upon the date of withdrawal, charges may be made. These will usually be passed on to the candidate. In some cases the department will be asked to pay.

#### h. Coursework / Non-Examination Assessments

Please see separate 'Non-Examination Assessment Policy'.

##### i. Internally Assessed

- In all cases Heads of Department are responsible for collating coursework/NEA marks.
- Heads of Department ensure they comply with the internal appeals procedure by providing candidates with their internally assessed mark within the deadlines set.
- Heads of Department will assist with any appeal against internally assessed marks in line with the internal appeals procedure.
- All coursework/NEA marks will be submitted electronically to the exam boards by Heads of Department.
- External moderation of internally assessed work will be requested and work should be handed to the exams office to be sent by them to the moderator. **Work should not be sent to moderators directly from departments.**

##### ii. Externally Assessed

- Departments should arrange for coursework/NEA to be sent to the marker via the exams office in good time before any advised cut-off date.
- All paperwork including Candidate Record Forms and Centre Declaration Sheets needs to be completed by departments and included with work to be sent to boards or moderators.
- Returned coursework will be distributed to departments by the exams office. All coursework must be retained securely by departments until all dates for possible recall or appeal against marks awarded have passed. In practical terms this means holding on to coursework at least until certificates have been issued to students.

##### i. Access Arrangements (See Access Arrangements Policy)

- All arrangements for access will be made by Education Support via the SENCO who will arrange for the necessary testing and gather evidence as required by JCQ.
- Late applications may be considered on an individual basis in exceptional circumstances only. These must be indicated as soon as possible to Education Support's SENCO.
- Education Support will make all applications for Access Arrangements via the JCQ on-line portal. Once approved, the parent/carers will be informed in writing (copy to Exams Team) and all Access Arrangements will be recorded in the student record in SIMS.
- The Examinations Officer will use the information held in SIMS when arranging seating and invigilation for examinations.
- Students awarded access arrangements should have an annual one to one discussion with a member of the Education Support team. Each exam entry should be discussed and



appropriate arrangements made as regards rooming and level of access. Any information should be passed to the Examinations Officer immediately.

- For students who have been approved the use of a Word Processor or Scribe, necessary arrangements should be made in order for them to feel comfortable and confident in using this Access Arrangement under examination conditions.

#### **j. Candidate Briefing**

- This is the responsibility of the Deputy Head (KS4 and 6<sup>th</sup> Form) in consultation with the Examinations Officer.
- Students in Years 11, 12 and 13 will be advised of procedures through assembly presentations relating to the conduct of examinations.
- All students will be issued with an Examination Key Information Booklet in Term 3 each year.
- Key information, exam timetables, JCQ regulations and relevant policies will be made available on the school website.

#### **k. Exam Clashes**

- These are infrequent with GCSE students but more common at A-level. In the vast majority of cases clashes are dealt with without resorting to overnight supervision to avoid moving papers to the following day. Where this is not possible students will be accommodated through arrangements made by the Examinations Officer and the student.
- Where a student has clashes within one day's limit of 6 hours (A-level) or 5½ hours (GCSE) of exams they will sit exams in an order to be advised by the Exams Office. This will mean that students will need to be supervised away from others between am and pm sessions and in such circumstances should bring a packed lunch.
- Students with clashes will be informed by the Exams Office via their individual exam timetables. Students with queries regarding clashes should seek clarification from the Exams Office in good time prior to the day of the exam clash.

#### **l. Storage/security of Papers**

- On arrival in school all exam papers and other materials will be logged by the site team or reception, and delivered immediately to the Examinations Officer (or another authorised key holder in her absence), who will ensure that they are stored securely in the exam cupboard.
- As soon as possible (and by the next day at the latest) all papers will be sorted and checked against delivery notes prior to being stored in chronological order within double locked metal cabinets in the exam cupboard which itself is double locked and windowless.
- Security of all material is the responsibility of the Examinations Officer at all times whilst such materials are present on site. Any breach of security will be reported to the Headteacher and directly to the appropriate exam board(s).
- Exam papers and other required materials will be distributed from the exam cupboard to invigilators immediately prior to the required session. Where students are taking exams in locations away from the main sports hall these papers will be distributed to invigilators by the Examinations Officer.
- In all cases, a second pair of eyes form will be completed prior to opening any exam paper packets.

#### **m. Exam Venues**

- The main venue for GCSE and AS/A-level exams is the Sports Hall, although it is occasionally necessary to use other classrooms. Other classrooms are also used where necessary to accommodate students with access arrangements. Decisions regarding venues are made

through planning between the Exams Office, Education Support team and the SLT link for exams.

- In certain circumstances, a candidate with an established difficulty may be eligible to take exams under separate invigilation or in a smaller room. Any such arrangement must be agreed by the Exams Officer in consultation with the SENCO and pastoral tutors, and will only be put in place where:
  - the candidate has a substantial and long-term impairment which has an adverse effect; and
  - is the candidate's normal way of working within the centre.
- Rooms for exams are set out with tables and chairs by the site team. This is done to set seating plans and measured according to JCQ regulations.
- The Exams Office is responsible for ensuring that all venues have the required signage including notices and warnings to candidates, silence notices, mobile 'phone warnings etc. all in accordance with JCQ regulations.
- All other materials that might affect performance in exams will be removed.
- Sufficient clocks and whiteboards/flip charts for exam times will be provided by the Exams office.
- Seating plans will be drawn up by the Exams Office using data prepared for entries via SIMS Examinations Organiser.

#### **n. Invigilation**

- External invigilators are recruited and trained by the Deputy Examinations Officer
- Rates of pay for external invigilators are set by the Business Manager / Governors. This will run on a two tier system with 'senior' invigilators taking responsibility for a team of others and/or running more complex access arrangement rooms.
- Where possible exams will be started and finished by senior invigilators.
- Invigilators will be issued with a Control Sheet together with orange record slips for each student and each room giving details of any Access Arrangements.
- All suspected cases of malpractice are dealt with by the Examinations Officer and/or Senior Management and it is essential they are informed immediately. Invigilators should record any such instances on the Invigilator Checklist. Guidelines will be followed as provided by JCQ.
- Invigilators must notify the Exams Office of any absent candidates as soon as possible. All absences will be followed up by either the Exams Office or the Attendance Co-ordinator as soon as possible to determine reason for absence.

#### **o. Attendance / Absence / Late Arrival**

- The identity of all candidates will be verified at the start of each examination by the invigilators by reference to the seating plan / attendance registers.
- Any candidates who have been identified as absent will be notified to the Exams Officer immediately.
- Where no reason for absence has been given, the exams office will try to contact home to understand the reason for absence or provide any practical assistance (where possible and if necessary) to ensure the candidate attends the exam.
- If a candidate arrives late, the centre will make provision for them to sit the exam and ensure they are given the full time allowance if possible.
- If a candidate arrives very late, the centre will still make provision for them to sit the exam and ensure they are given the full time allowance if possible. However, the candidate will be informed that the awarding body must be advised, and their script may not be accepted for marking.

**p. Special Consideration**

- All requests for special consideration must be made in writing by the candidate by completing a Self-Certification Form, available from the exams office. This form must be countersigned by a parent and authorised by the Deputy Head (GCSE) or Head of Sixth Form (GCE). Supporting documentation is not essential but may support any claim.
- The Exams Office will advise what falls within the special consideration framework, ensuring that students/parents are informed that the awarding of extra marks via special consideration is extremely limited and should not be considered as a passport to higher grades.
- The Exams Office will complete all online submissions or required paperwork and send to appropriate board(s) within the time frame published for each exam season.

**q. Results**

- All results are downloaded to the Examinations Office from the exam boards on the day prior to the date advertised to students.
- This information is kept secure and seen only by Examinations Officer and SLT or other staff as necessary and at the discretion of the Headteacher.
- Required statistics from 'Exams Organiser' are prepared by the data manager and Deputy Head (with responsibility for exams) for distribution to Headteacher, departments, LEA and press as appropriate. As far as possible this is done prior to release to students.
- The data manager exports results into SISRA to allow for department reviews, target setting etc
- Results are issued to all students by email and paper statements of results are also made available and issued to students by Exams Office staff. There is frequently press or media presence at this time. Statements for the press are prepared by the Headteacher based on statistics provided by the Deputy Head (with responsibility for exams).

**r. Post Results Services - Access to Scripts (ATS) and Enquiries About Results (EARs)**

- Candidates are made aware of the availability of post results services in the Examinations Key Information Booklet.
- Detailed guidance and Board Specific application forms are made available on Results Day.
- Departments and students may request ATS and EARs.
- Candidate consent must ALWAYS be obtained prior to any request being made for post results services. This consent must be obtained after the candidate has received their results.
- Levels of review vary from clerical checks to full individual re-assessment of papers.
- Costs will normally be borne by the applicant. A tariff of fees is available from the Exams Office.
- The school has the discretion to pay for EARs in certain circumstances. This must be authorised by SLT/Head of Centre to ensure a fair and consistent approach for all students.
- Where departments request ATS for teaching purposes, any costs will be recharged to the department.
- Students or departments wishing to apply for EARs or have their papers returned through the ATS service must apply directly to the Exams Office who will complete the necessary paperwork.
- The awarding bodies will only accept applications for EARs from Exams Officers. Direct communication from students or parents is not allowed.

- The processing of EARs and ATS must be carried out as soon as possible after the issue of results and within the deadlines published by the Awarding Bodies.

#### **s. Certificates**

- On arrival in school all certificates are checked and prepared for distribution to students. Once this preparation has been completed certificates are stored securely prior to distribution in one of the following ways
  - i. GCSE certificates will be issued during tutor time for students who have continued into sixth form. Year 11 leavers can either collect their certificates from the exams office; or, if requested and payment of £6.00 is received, they will be posted to the last known address by signed for mail.
  - ii. AS certificates for students now in Year 13 can be collected and signed for from the Exams Office at any time during the year. If they are not collected they will be kept until the following year when Ex Year 13 have their presentation evening.
  - iii. A Level certificates are presented to students invited to Ex Year 13 Presentation Evening held in school at the end of Term 2/start of Term 3; or they can collect their certificates from the exams office; or, if requested and payment of £6.00 is received, they will be posted to the last known address by signed for mail.
- The school is required to retain any unclaimed certificates for a minimum of one year from the date of issue, after which we are permitted to destroy them in a confidential manner. However, we currently retain unclaimed certificates for 5 years and endeavour to assist previous students in queries about their results/claims for certificates wherever possible, and regardless of when they left.

#### **t. Teachers in the examination room**

- Please see Appendix 1 - A Notice to Centres from JCQ giving clarity on the rules for centre staff being present in the examination room.

#### **Footnote**

It is the aim of the Exams Office, and all others involved in the processes outlined in this document, to ensure the smooth running of all aspects of examinations. In doing so, we will provide students with an environment in which they will feel confident and secure, enabling them to perform to the best of their ability.

### **3.2 POLICY FOR CANDIDATES AND PARENTS**

#### **a. Entries**

- It is expected that all students attending an exam course will sit exams during or at the end of the course in order to achieve the relevant certifications. Once entered they may only be withdrawn by written agreement from Deputy Head in charge of curriculum or the Head of Sixth Form.
- Parents and students are required to check and sign all statements of entry within the deadlines set by the Exams Office. This applies at all levels from GCSE to A-level.
- When amendments to entry or personal details are needed these must be notified to the Examinations Officer in writing by the deadlines given.
- Where costs are incurred due to late notification of amendments these will be recharged to the student or parents.
- Requests to take examinations in qualifications not offered in the respective curriculum offer will be dealt with on a case-by-case basis. Where such requests can be accommodated, entry fees and a payment to cover administration and invigilation costs may be charged.

#### **b. Fees**

- Exam entry fees are expensive. The school will pay for the first attempt at any level.
- In all cases students will be charged for any exam they elect to retake – the exams office can advise on specific exam entry fees. An additional fee of £6.00 per paper will be charged to cover the cost of invigilation and administration.
- Late entry fees arising as a result of not returning the statement of entry within the deadline set must be paid for by students or their parents.
- When a student has been entered for an exam but fails to attend for any reason, other than certified illness or bereavement, fees must be paid for by students or their parents.

#### **c. Access Arrangements**

- The Education Support department is responsible for identifying, testing and applying for access arrangements for students who are disabled within the meaning of the Equality Act.
- Levels of access vary from extra time granted for the completion of exams (up to 25%) to the use of a reader, scribe or computer.
- Access arrangements will only be awarded where appropriate and in accordance with the JCQ publication 'Access arrangements and reasonable adjustments'.
- Education Support will notify students and their parent/carers in writing of any access arrangements that have been awarded.

#### **d. Timetable Issues**

- Individual timetables will be produced by the Exams Office and distributed to students via their tutors. The timetable will show starting times, duration, location and seat number. Starting times must be strictly adhered to.
- It is the responsibility of all candidates to arrive at the correct exam venue no less than ten minutes before the advertised starting time.
- Students with clashes will be advised by the Examinations Officer about how the clashes will be resolved.
- In most cases clashes can be resolved by all exams being taken on the same day. However, it may be necessary for overnight supervision arrangements to be made. This is subject to strict

regulations and if applicable, arrangements will be made in discussion with the candidate, their parent/carer and the school.

#### **e. Expectations During Exams**

- i. Behaviour
  - Students need to be aware of the need for excellent personal and group behaviour at all times. This is essential to create a positive atmosphere in which exams may be sat. Behavioural problems will be dealt with by the Examinations Officer supported by the Senior Leadership Team. Any malpractice within the exam room will be dealt with in strict accordance with the guidelines issued by the JCQ. Students must make themselves fully aware of these guidelines, copies of which are available on the school website.
- ii. Uniform
  - It is expected that students below the Sixth Form will wear normal school uniform including black shoes. No other clothing will be permitted in the exam rooms.
  - Sixth Form students are expected to dress in an appropriate manner.
- iii. Mobile Phones / Smart Watches / Watches
  - Any student found with a mobile phone, smart watch, watch or any other such communication device will be reported to the exam board and can expect to be disqualified from at least that subject.
  - Ideally mobile phones / smart watches / watches should not be brought into school on exam days. If they are, they should be switched off and left in the student's bag. PLEASE NOTE THAT THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR THE SECURITY OF ANY PHONE/WATCH ANYWHERE ON THE SCHOOL PREMISES AT ANY TIME. THEY ARE BROUGHT INTO SCHOOL ENTIRELY AT THE RISK OF THE OWNER.
  - We have experienced thefts of mobile phones from bags stored in locked areas during exams. The best advice is to leave them at home.
- iv. Exam Equipment
  - Students are required to equip themselves with all they need for the exam and to bring this and nothing more into the exam room.
  - All equipment must be held in a transparent plastic case.
  - When permitted, calculators may be used but must be of a type that is approved by the JCQ for exam use. They must not have cases attached.
  - Food and drinks (except water) are not permitted in exam room unless prior permission is given by the Examinations Officer.
  - Candidates may bring a clear water bottle, but it must have no writing or label on it.
- v. Arriving Late
  - If you arrive late for an exam you should enter the room quietly and speak to an invigilator who will show you to your seat.
  - You will normally be allowed the full time allocation where possible.
  - If you arrive after the end of the exam you will not be allowed to sit it.
- vi. Leaving Exams Early
  - You will only be allowed to leave an exam early with the direct permission of the Examinations Officer. This will only be granted in exceptional circumstances.
  - You will be expected to remain silent in the exam room until dismissed.

- If you disrupt and disturb others you may be penalised by being disqualified from the exam. Your behaviour will be reported to the exam board.

#### **f. Results**

- Dates and times for collection/distribution of results will be notified to all candidates prior to the start of the exam season via the Examinations Key Information booklet.
- Students may collect only their own results.

#### **g. Post Results Service – Enquiries About Results (EARs)**

- Students may request reviews of marking for most scripts but should be aware that marks can go up or down.
- Levels of reviews vary from clerical checks to full reviews of papers.
- Costs must be borne by the applicant. A tariff of fees is available from the Examinations Officer.
- Students wishing to apply for EAR or have their papers returned through the Access to Scripts (ATS) service must apply directly to the Exams Office who will provide the necessary paperwork.
- Awarding bodies will only accept requests for post results services from the school. Under no circumstances should direct communication be made to the exam boards.
- The processes of EAR and ATS must be carried out as soon as possible after the issue of results and within the deadlines provided by the Exams Office.

#### **h. Appeals Against Internal Assessment of Coursework**

- See separate Internal Appeals Procedure.

#### **i. Appeals Against Moderation of Internally Assessed Coursework**

- Appeals may only be made by department heads when, in their professional judgement, they consider results to be below that expected or predicted.
- The process requires careful communication between the department and the relevant exam board and must be done through the exams office.
- Parents or students are not able to instigate an appeal of this nature.

#### **Footnote**

In all cases it is the priority of the examinations system within the school to ensure that all candidates achieve optimum results. This aim includes accuracy of exam entry, ensuring correct support for the conduct of examinations and a results service that is efficient and accurate.

We welcome comments from parents and students and will offer professional guidance whenever possible.

Policy adopted May 2012

Reviewed and updated annually (last reviewed January 2023)

Produced on behalf of AQA, CCEA, OCR, Pearson and WJEC

## Notice to Centres

### The people present in the examination room

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 17 of the *Instructions* provides clarity on who may be present in the examination room.

**The head of centre has a duty to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and on-screen tests.**

Invigilators must have been trained to undertake their duties (see section 12 of the *Instructions*).

### Rules relating to centre staff other than exams officers and invigilators

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). When entering an examination room, the senior member of centre staff must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit/component and tier of entry if appropriate;
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;



- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, (except in timed Art tests and timetabled CCEA and WJEC GCE A2 Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

**Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under formal examination conditions and the strict protocols must be adhered to.**