**Tenbury High Ormiston Academy**

**Examinations Policy 2021/22**

**Examinations Officer: Jane Irvine**

**Head of Centre: Vicki Dean**

**Next policy review date: Autumn 2022**

**Rationale**

The purpose of this examinations 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 year.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

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**Examination responsibilities**

**The Head of Centre**

* has overall responsibility for the academy as an exams centre and advises on appeals and remarks.
* ensures the centre is always compliant with JCQ regulations and awarding body requirements in order to ensure the security and integrity of examinations and assessments.
* is responsible for reporting all suspected or actual incidents of malpractice and will follow the guidance in the JCQ document.
* takes responsibility for confirming, on an annual basis, they are aware and adhere to the latest version of the JCQs regulations by responding to the head of centre’s declaration which is managed as part of the National Centre Number Register annual update.
* **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet**. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022:*
* <https://www.jcq.org.uk/exams-office/malpractice> ([ICE](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations) Introduction)

**Examinations Officer**

* Understands the contents of annually updated JCQ publications including:
  + [General Regulations for Approved Centres](http://www.jcq.org.uk/exams-office/general-regulations)
  + [Instructions for Conducting Examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)
  + [Suspected Malpractice - Policies and Procedures](http://www.jcq.org.uk/exams-office/malpractice)
  + [Post-results services](http://www.jcq.org.uk/exams-office/post-results-services) (PRS)
  + [A guide to the special consideration process](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/)
* Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
* Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
* manages the administration of internal and external 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.
* 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 publications for Access arrangements, reasonable adjustments and special consideration.
* identifies and manages exam timetable clashes.
* accounts for income and expenditures relating to all exam costs/charges.
* line manages the senior 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.
* the Examinations Officer (or Head of Centre) must be available to escort a JCQ inspector during inspection and be able to supply the required information or evidence.

**Subject Leaders**

* 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.

**Teachers**

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

**Special educational needs coordinator (SENCo)**

* identification and testing of candidates’ requirements for access arrangements and notifying the exams officer in good time so that they are able to 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 exams rooms.

**Invigilators**

* assisting the examinations officer in the efficient running of exams according to JCQ regulations.

**Candidates**

* understanding coursework, controlled assessment and non-examination 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.
* must remain for the full duration of the examination.

Security of assessment materials

The Examinations Officer:

* Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  + the location of the centre’s secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  + the secure room only contains exam-related material
  + there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
  + access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
  + appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
  + the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  + that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
* Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
* Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
* Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
* 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
* Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*
* 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 senior leadership team to act immediately in the event of an emergency or staff absence)

**Qualifications offered**

* The types of qualifications offered are GCSE, BTEC and Functional Skills.
* The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year.
* If there is to be a change of specification, the exams office must be informed by October in the year the course starts*.*
* Informing the exams office of changes to a specification is the responsibility of the Head of Department.
* Decisions on whether a candidate should be entered for a particular subject will be taken by theSubject Leaderin consultation with the senior leadership team.

**Exam series**

* Internal exams (mock exams) and assessments are scheduled in October/November (Year 11), February/March (Year 11), June/July (Year 10).
* External exams and assessments are scheduled in April/May/June.
* The morning external examination session begins at 9.30 am. The afternoon external examination session begins at 1.30 pm.

**Exam timetables**

* Once confirmed, the Examinations Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.
* The exam schedule will be made available through the school website.

**Entries, entry details and late entries**

**Estimated Entries**

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

**Registration (Edexcel BTEC/LIBF Finance)**

* Edexcel BTEC courses commence and registration is made in September of Year 10

**Entries**

* Candidates are identified for examination entry by the subject staff.
* The Examinations Officer will only accept exam entry information from Subject Leaders.
* The academy does not accept private entries or act as an exams centre for other organisations.
* Entry deadlines are circulated to Subject Leaders via email.

**Late entries**

Entries and amendments made after an awarding organisations deadline require authorisation by the Subject Leader.

**Resits**

Resit decisions will be made in consultation with the canddiates, subject teachers, Subject Leaders and senior leadership team.

**Examination fees**

* The academy will pay for the entry fee for all examinations.
* Late entry or amendment fees are paid by the centre/department
* Fee reimbursements are sought from candidates if they fail to sit an examination without medical evidence or evidence of other mitigating circumstances.
* Re-sit fees are paid by the centre.
* Candidates or departments will not be charged for changes of tier, withdrawals made through the proper procedures.
* The Examinations Officer will publish the deadline for actions well in advance for each exam series.
* The academy will pay for results enquiry. However the candidate will have to pay if the centre does not uphold the enquiry and the candidate insists on pursuing it.

**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 candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, senior leadership team, SENCO and Examinations Officer.

**The Disability Disability Discrimination Act (DDA)**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

**Access arrangements**

* 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.
* A candidate's access arrangements requirement is determined by the SENCO.
* Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of SENCO.
* Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO/SEN admin manager/Exams Officer.
* Rooming for access arrangement candidates will be arranged by the Exams Officer.
* Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer/SENCo

**Separate Invigilation**

* The SENCO must make their decision based on:

Whether the candidate has a substantial and long term impairment which has an adverse effect

Whether it is the candidate’s normal way of working within the centre.

* Separate invigilation reflects the candidate’s normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.
* The SENCO must ensure that the proposed access arrangement does not disadvantage or advantage the candidate.
* Where candidates are subject to separate invigilation within the centre, the regulations and guidance within the JCQ ICE must always be adhered to.

**Estimated grades**

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

**Managing invigilators**

* External staff willbeused to invigilate examinations.
* These invigilators will be used for internal and external exams on the ratio required by JCQ.
* Recruitment of invigilators is the responsibility of the Examinations Officer and HR Manager.
* Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the HR Manager.
* DBS fees for securing such clearance are paid by the centre.
* Invigilators rates of pay are set by the Finance Director.
* Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

**Malpractice**

The Head of Centre in consultation with the senior leadership team and the Examinations Officer are responsible for investigating suspected malpractice.

**Student Malpractice**

The Head of Centre will:

* Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice.
* Supervise all investigations resulting from an allegation of malpractice
* Ensure that where an investigation has been delegated to a member of staff, the member of staff chosen is independent to the subject involved.
* Respond speedily and openly to all requests for an investigation into an allegation of any malpractice.

**Staff Maladministration**

* Maladministration is essentially any activity or practice which results in non-compliance with the examination body administrative regulations and requirements.
* The academy will carry out an initial investigation where it is suspected or a case of actual maladministration has taken place.
* If after the initial investigation it is felt that maladministraion is suspected then the awarding body must be notified immediately.
* Where malpractice is established the disciplinary policy of the academy will be enforced and the awarding body notified accordingly.

**Examination days**

* The Examinations Officer will book all exam rooms after liaison with the senior leader for logistics who is responsible for timetabling, and make the question papers, other exam stationery, and materials available for the invigilator.
* Site management staff/Examinations Officer is responsible for setting up the allocated rooms, and will be advised of requirements in advance.
* Exam paper packages will not be opened until the Exams Officer has confirmed the date, time and subject on the papers with the lead invigilator.
* Exam papers must not be removed from the examination room.
* The Exams Officer/Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.
* Pastoral staff/senior leadership team 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 and what they can do. Subject staff are not permitted in the exam room so as not to be exposed to the contents of the examination papers or to offer any advice to the candidates.
* In practical exams, subject teachers’ availability will be in accordance with JCQ guidelines.
* Exam papers must not be read by subject teachers or exam staff/invigilators or removed from the exam room before the end of a session.
* Papers will be distributed to heads of department in accordance with JCQ’s recommendations and no later than 24hours after the examination has finished.
* After an exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

**Candidates/Managing behaviour**

* The centre's published rules on acceptable dress and behaviour apply at all times.
* Candidates must follow all the JCQ guidance.
* 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, watches 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. Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.
* The invigilator must record any incidents that happen within the examination room on the incident logsheet and report any incidents to the Examinations Officer the earliest they can.
* Senior leaders, KS4 and KS5 pastoral staff ensure support is provided for the Examinations Officer and invigilators when dealing with disruptive candidates in exam rooms.
* Candidates are expected to stay in the exam room for the duration of the exam.
* Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them. This is usually the invigilator or Examinations Officer. This member of staff must not be the candidate’s subject teacher or subject expert for the examination in question. The time the candidate leaves the examination room and returns must be reorded. These candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
* The attendance/pastoral team will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
* The Examinations Officer actions any required follow-up and reports to awarding bodies as asoon as practically possible after the exam has taken place.

**Food and Drink**

Food, juice and fizzy drinks are not allowed in the examination room. Only bottles of water are allowed to be kept on exam desks throughout the duration of an exam. Bottles need to be free from packaging and all labels removed before the start of the examination.

**Clash candidates**

* The Examinations Officer produces a master centre exam timetable for each exam series. They identify and resolve candidate exam timetable clashes according to the JCQ regulations.
* The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

**Overnight Supervision Arrangements**

* Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.
* Candidates may at the centre’s discretion, be allowed to take an examination the following morning, including Saturday’s. Candidates are not allowed to take examinations on an earlier day that that scheduled on the timetable.
* The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device eg telephone (landline and mobile), email, internet and social media. It also extends to the television and radio, which could report key details of the day’s examinations.
* The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre.

**Conflicts of Interest**

The Exams Officer ensures the relevant awarding bodies are informed of any Conflict of Interest where:

* A member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
* A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate

Maintains records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:

* A member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
* A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
* A member of centre staff is taking a qualification at another centre.

The exams officer ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

**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 academy to that effect.
* The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam eg medical note from GP/hospital
* The Examinations Officer will make a special consideration application to the relevant awarding body before the deadline set by JCQ.

**Internal assessment**

* Subject leaders should ensure that candidates who have to prepare controlled assessment, coursework or non-examination assessments do so by the agreed dates.
* It is the duty of Subject Leaders to ensure all internal assessments are ready for dispatch at the correct time.
* Marks for all internally assessed work are provided to the Examinations Officer by Subject Leaders.

**Appeals against internal assessment**

Any appeals will be dealt with in accordance with the Internal Appeals Procedure (IAP) document.

**Results**

* Candidates will receive individual result slips on results days,
* in person at the centre
* in the post if requested in advance
* by email if requested in advance
* The results slip will be in the form of a centre produced document.
* Arrangements for the centre to be open on results days are made by the Principal.
* The provision of the necessary staff on results days is the responsibility of the Principal.

**Post exam service: Enquiries about Results (EARs)**

* EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
* The cost of EARs will be paid by the centre.
* All decisions on whether to make an application for an EAR will be made by the Subject Leader.
* If a candidate’s request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.
* All processing of EARs will be the responsibility of the Exams Officer*,* following the JCQ guidance.

**Post exam service: Access to Scripts (ATS)**

* Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
* Re-marks cannot be applied for once an original script has been returned.
* The cost of EARs will be paid by the centre.
* Processing of requests for ATS will be the responsibility ofthe Exams Officer.

**Certificates**

* Certificates will be available for collection from the centre from the beginning of December following that examination series.
* Certificates cannot be posted home.
* Certificates can be collected against a signature by the candidate in person, by a third party with written permission.
* The academy securely retains certificates for 10 years after the students leaving date. After this date, the certificates are securely destroyed.
* A new 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.