



Exams Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:	Curriculum and Student Welfare
Date Approved:	Spring Term 2018
Review Period:	Annual
Next Review Date:	Spring Term 2019

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017

Limpsfield Grange School Exams Policy

Background and rationale

Students at Limpsfield Grange follow a mainstream curriculum offer that is accredited through externally validated examination based qualifications such as GCSEs. It is essential that Limpsfield Grange operates any external examinations in accordance with the JCQ guidance, and that examinations are administered in a fair, equitable and transparent way across the school.

Aims of the policy

The aims of this Exam Policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- To ensure that all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

The exam policy will be reviewed annually by the Head of Centre, Deputy Head, Exams Officer and Governors (CCSW Committee).

Scope

The Exams Policy will be communicated to all relevant centre staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

Roles and responsibilities

Head of Centre

Having overall responsibility for the school as an exam centre, the Head of Centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres (GR)
 - Instructions for conducting examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice in Examinations and Assessments (SMEA)
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
- Has a duty at all times to maintain the integrity of external examinations
- Is responsible for reporting all suspicious or actual incidents of malpractice.
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ

regulations and instructions for conducting examinations and approves the Head of Centre formal declaration.

- Ensures the Exams Officer (EO) attends appropriate training events offered by the awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered.
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (see below)
- Ensures that required Internal Appeals Procedures are in place (see below)
- Advises on appeals and review of marking.

Exam Contingency Plan

The Exam Contingency Plan examines potential risks and issues that could cause disruption to the exams process at Limpsfield Grange School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process. The Exam Contingency Plan is updated annually and is available on Everyone and in hard copy.

Internal Appeals Procedures

This procedure confirms Limpsfield Grange School's compliance with JCQ's General Regulations for Approved Centres 2017-2018, section 5.8 that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

- Together with the Senior Leadership Team agrees to have a written process in place to ensure that the assessment process for access arrangements and reasonable adjustments is administered correctly.
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly

The Exams Officer:

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres.
 - Instructions for conducting examinations.
 - Suspected Malpractice in Examinations and Assessments.
 - Post-results services (PRS).
- 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 public and internal exams.

- Maintains systems and processes to support the timely entry of candidates for their exams.
- Advises the Deputy Headteacher, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Advises of entry deadlines to subject teachers and the Deputy Headteacher by email and through the use of the exams notice board in the Staff Room.
- Produces and distributes to staff, parents and candidates timetables 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 exam timetable that will affect them.
- Briefs candidates regarding relevant JCQ or awarding body information prior to the start of the exam season.
- Identifies and manages exam timetable clashes.
- Deals with late or absent candidates on exam day in line with JCQ requirements.
- Consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines.
- Despatches internal assessment to moderators by the dates set by the awarding bodies keeps a record of each despatch, including the recipient details and the date and time sent.
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments.
- Receives, checks and stores securely all exam papers and completed scripts.
- Ensures subject teachers inform candidates of their internal assessed marks before marks are submitted to the awarding body.
- Administers access arrangements, after consulting with the SENCO, and makes applications for special consideration using the JCQ publication "Access arrangements, reasonable adjustments and special consideration".
- Accounts for income and expenditures relating to all exam costs/charges.
- Recruits, trains and deploys a team of external invigilators and keeps a record of the training provided to invigilators for the required period.
- Provides training for staff who act as readers and scribes in internal and external exams.
- Submits candidates' coursework/controlled assessment/non-examined assessment marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Deputy Headteacher, any requests for appeals and/or review of marking.

Deputy Headteacher

- Manages external validation of courses followed at Key Stage 4.
- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Access Arrangements and Reasonable Adjustments
 - Suspected Malpractice in Examinations and Assessments
 - Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)
- Manages requests from private candidates.
- Is responsible for exam contingency planning.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

In conjunction with the Exams Officer:

- Oversees the production and distribution to staff, Governors and candidates of timetables 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 exam timetable that will affect them.
- In the absence of the Exams Officer:
 - Receives, checks and stores securely all exam papers and completed scripts.
 - Together with the Head of Centre and Senior Leadership Team implements the Exams Contingency Plan if and when necessary.

Subject Teachers are responsible for:

- Ensuring that necessary coursework/controlled assessment/non-examined assessment is completed on time and in accordance with the subject specification and JCQ guidelines.
- Ensuring that all requested information on estimated candidate entries is returned to the EO as requested.
- Adhering to any deadlines set by the Exams Officer.
- Ensures candidates are informed of their internally assessed marks before marks are submitted to the awarding body
- Providing evidence, where applicable, to support candidate's Access Arrangements in line with JCQ regulations.
- Informing the Deputy Headteacher and Exams Officer of planned controlled assessments so that the necessary staffing arrangements can be made.
- Informing the Exams Officer of changes to a syllabus or specification after consultation with the Deputy Headteacher and Assistant Headteacher.

Fiona Sabey is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Making access arrangements for candidates to take exams and for arranging the necessary support in consultation with the SENCO and Exams Officer.

Invigilators are responsible for:

- Attending training, updates briefings and review sessions as required.
- Providing information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- Collection of exam papers and other material from the exams office in good time before the start of the exam as requested by the Exams Officer.
- Set up exam rooms as allocated and remove exam posters and stationery after the end of the exam.
- Starting all exams they have been assigned to, in accordance with JCQ guidelines.
- Following the instructions and regulations as set out by the JCQ in relation to conducting examinations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Officer together with all exam material as necessary.

Candidates are responsible for:

- Having all equipment needed for their exams, including mathematical equipment.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the work as their own.
- Reading and understand the schools published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- For their own personal property and the centre accepts no liability for their loss or damage.
- Being at their allocated exam room in good time before the start of their exam.
- Comply with JCQ conditions in all external exams and externally set assessments.
- Follow the instructions of the invigilator at all times.
- Understand that breaking the JCQ rules will result in a report being submitted to the awarding body and they may be disqualified from the exam.
- Candidates are expected to stay for the full duration of the exam, including extra time.

Centre Staff

- Reception staff are responsible for supporting the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- Site staff are responsible for setting up the designated exam rooms and for related resources.

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and Deputy Headteacher.

The qualifications offered are GCSE, Functional Skills, BTEC Awards and Entry Level / Step Up qualifications.

The Key Stage 4 curriculum is reviewed and changed each year to reflect the varying needs of the students entering Key Stage 4.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents/Carers, Subject Teachers and Deputy Headteacher.

Exam seasons

Internal exams and assessments are scheduled in December or January.

External exams and assessments are scheduled in May and June.

Both mock exams and internal exams are held under external exam conditions.

On-demand tests are to be scheduled in agreement with the Exams Officer.

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by the Subject Teachers and the Deputy Headteacher.

In consultation with the Deputy Headteacher, Subject Teacher and Exams Officer, candidates or parents/carers can request a subject entry, change of level or withdrawal.

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

Late entries are authorised by Deputy Headteacher.

Exam Fees

There will be no charge to individual subject areas or candidates for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies. All exam fees are paid by the Centre. However, it will be at the discretion of the Exams Officer and Deputy Headteacher as to whether late entry or late amendment fees are paid by the individual subject areas.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework /controlled assessment requirements without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 as well as the Equality Act 2010.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'.

The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- identifying a physical or mental impairment;
- looking into adverse effects and assessing which are substantial;
- considering if substantial adverse effects are long term;
- judging the impact of long term adverse effects on normal day to day activities.

Statutory guidance on the Equality Act 2010 is that disability means 'limitations going beyond the normal differences in ability which may exist among people'.

The centre will follow the guidance on the Equality Act and meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Deputy Head.

Access arrangements

Fiona Sabey will inform the SENCO of any special arrangements that individual candidates can be granted during the course and in the exam but which may vary between subjects. A candidate's access arrangements requirement is determined by Fiona Sabey. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the Deputy Head with the Exams Officer. They are also responsible for making access arrangements for candidates to take exams and for arranging the necessary support.

Invigilation for access arrangement candidates will be organised by the Exams Officer.

Managing invigilators

External staff are used to invigilate examinations. These invigilators will be used for external exams as well as for mock exams.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the School Business Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Centre.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

Senior members of centre staff, approved by the Headteacher and who have not had overall responsibility for the candidates' preparation for the exam, may be present at the start of the exam to assist with identification of candidates, but must not advise on which questions or sections are to be attempted.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room. Exam papers can be released to subject teachers after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination'

Candidates

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessment and endorsements

It is the duty of subject teachers to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks and appeals

Marks for all internally assessed work are provided to the exams office by the subject teachers. Candidates are informed of their internal assessed marks before marks are submitted to the awarding body.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

Candidates will receive individual statement of results on results day, either in person at the centre or by post to their home addresses. Arrangements for the centre to be open on results day are made by the Head of Centre. The provision of staff on results day is the responsibility of the Head of Centre.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within (ten days' scrutiny of the results). The candidate consent form must be signed and the applicable fees to be paid by the candidate prior to the request being submitted to the awarding body.

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

GCSE review of marking cannot be applied for once a script has been returned.

Certificates

Certificates are collected and signed for. They can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. If they remain uncollected the Centre will send by registered post to the candidate's home address. The centre retains certificates for two years.

Monitoring and review of the policy

The Curriculum, Community and Student Welfare Governor sub-committee have responsibility for reviewing and monitoring this policy, alongside the Deputy Headteacher and Head of Centre.

Links to other policies:

Special Needs and Disabilities Policy
Child Protection & Safeguarding Policy
Equalities Policy
Health & Safety Policy

Relevant links:

Review:

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated
