



Examinations Policy

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The purpose of this Examinations Policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Centre’s examination processes to read, understand and implement this policy.

This Examinations Policy will be reviewed every two years (or earlier if appropriate).

This Examinations Policy will be reviewed by the Governing Body, Senior Leadership Team, Lead Practitioners and the Examinations Officer.

1. Examination Responsibilities

Please note that the ultimate responsibility lies with the Principal, acting for and on behalf of the Governing Body.

Assistant Principal Examinations and Examinations Officer:

Overall responsibility for the Academy as an examination Centre:

	Advises on appeals and re-marks
	Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document <i>Suspected Malpractice in Examinations and Assessments</i> .

Manages the administration of public and internal examinations:

	Advises the Senior Leadership Team, subject teachers and Form Tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
	Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
	Ensures that candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them.

	<p>Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.</p>
	<p>Receives, checks and stores securely all examination papers and completed scripts.</p>
	<p>Administers access arrangements and makes applications for special consideration using the JCQ <i>Access Arrangements and Special Considerations Regulations and Guidance</i> relating to candidates who are eligible for adjustments in examinations.</p>
	<p>Identifies and manages examination timetable clashes.</p>
	<p>Accounts for the income and expenditures relating to all examination costs/charges.</p>
	<p>Line manages the Senior Examinations Invigilator, organises the recruitment, training and monitoring of a team of Examinations Invigilators responsible for the conduct of examinations.</p>
	<p>Ensure that appropriate examination dispensation is applied for each candidate/examination.</p>
	<p>Ensures that relevant information is available to the Data Manager showing results achieved in relation to expected grades and comparable data, including where future procedural improvements might be made.</p>
	<p>Checks that candidates' coursework marks are entered by Directors of Learning. Tracks, despatches and returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.</p>
	<p>Arrangements for dissemination of examination results and certificates to candidates and forwards, in consultation with Assistant Principal, Examinations any appeals/re-mark requests.</p>
	<p>Maintains systems and processes to support the timely entry of candidates for the examinations.</p>

Assistant Principal Curriculum, Examinations and Timetable:

	Organisation of teaching and learning.
	External validation of courses followed at Key Stage 4/Post 16.

Director of Learning:

	Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
	Involvement in post-results procedures.
	Accurate completion of coursework mark sheets and declaration sheets.
	Accurate complete of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

SENCO and Learning Support/Specialist Teacher:

	Notification of access arrangements (as soon as possible after the start of the course)
	External validation of courses followed at Key Stage 4/Post 16.
	Identification of candidates' name for access arrangement.
	Identification and testing of candidates, requirements for access arrangements.
	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.

Invigilators:

	Collection of examination papers and other material from the
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	Examinations Office before the start of the examination.
	Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Office.
	Starting/finishing examinations (when necessary) and invigilating during examinations.
	Assist Examinations Officer in safe dispatch of examination papers.

Candidates:

	Confirmation of entries.
	Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
	Understanding of general examinations rules and regulations.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this Centre are decided by the Senior Leadership Team and the Lead Practitioners.

The statutory tests and qualifications offered are GCS, GCSE, BTEC, Cambridge Nationals, IFS Entry Level.

The subjects offered for these qualifications in any academic year may be found on the Centre's school website. If there has been a change of syllabus from the previous year, the Examinations Office must be informed as soon as possible.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate's parents/carers, SENCO and Learning Support (if appropriate), subject teachers, Head of College and Director of Learning.

3. Examination Seasons and Timetables

3.1 Examination Seasons

Internal examinations are scheduled in various modules across the year depending on year group.

External examinations are scheduled in November, January and June. Subject to the arrangements by the examination boards. They are published on the calendar on the Academy's website.

All internal examinations are held under external examination conditions.

The examination series used in the Centre is decided by the Senior Leadership Team and Directors of Learning.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the individual timetables for students. The internal and external timetables are published on the Academy's website.

4. Entries, Entry Details and Late Entries

4.1 Entries

Candidates are selected for their examination entries by Directors of Learning and the subject teachers.

4.2 Late Entries

Entry deadlines are circulated to Directors of Learning via email, staff calendar and Staff Briefings. Late entries are authorised by the Senior Leadership Team.

5. Examination Fees

The Centre will pay all normal examination fees on behalf of candidates.

Late entry or amendment fees are paid by Centre.

Candidates or subject areas will not be charged or 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.

6. The Disability Discrimination Act 2005

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

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO/Access Arrangements Officer.

The SENCO and Access Arrangements Officer will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination.

The Examinations Officer can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination and the date of that examination.

6.3 Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO/Access Arrangements Officer, Examinations and Timetable and the Examinations Officer.

The SENCO and Access Arrangements Officer will arrange for appropriately qualified staff to assess the examination requirements and complete the Access Arrangements Forms.

The SENCO and Access Arrangements Officer will inform parents/carers of SEN students of the Access Arrangements for their child.

Submitting completed access arrangement applications to JCQ/CIE is the responsibility of Access Arrangements Officer and BTEC to the Examinations Officer.

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

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

The Examinations Officer/Access Arrangements Co-ordinator will train all invigilators on how to provide Access Arrangements i.e. how to act as a reader/scribe.

7. Managing Invigilators and Examinations Days

7.1 Managing Invigilators

External invigilators will be used for internal examinations (where appropriate) and external examinations.

The recruitment of invigilators is the responsibility of the Assistant Principal Curriculum, Examinations and Timetable and Examinations Officer.

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Assistant Principal Curriculum, Examinations and Timetable and Examinations Officer, Trust Human Resources.

DBS fees for securing such clearance are paid by the Academy.

Invigilators are timetabled and briefed by the Assistant Principal Curriculum, Examinations and Timetable and Examinations Officer.

Invigilators' rates of pay are set by the Academy.

7.2 Examination Days

The Examination Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Site Team are responsible for setting up the allocated rooms.

The Lead Invigilator will start all examinations in accordance with JCQ/CIE guidelines.

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

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Directors of Learning at the end of the examination session.

8 Candidates, Clash Candidates and Special Consideration

8.1 Candidates

The Centre's published rules on acceptable dress, behavior and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates 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.

The Examinations Officer 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.

8.2 Clash Candidates

The Examination Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

8.3 Special Consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an

examination, then it is the candidate's responsibility to alert the Examination Officer, or the Examination Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed Special Consideration Form to the relevant awarding body within seven days of the examination.

9 Course work and Appeals Against Internal Assessments

9.1 Coursework

Candidates who have to prepare coursework should do so by the deadlines set by the Subject area. All candidates should fill in a Candidate Authentication Sheet. These sheets should be signed by the candidate and attached to the front of EACH piece of coursework.

Coursework will NOT be accepted by the subject teacher without the Candidate Authentication Sheet Attached.

Directors of Learning will ensure all coursework dispatched at the correct time and relevant records forwarded to the Examinations Officer. Proof of posting and copies of formal paperwork are to be forwarded to the Examinations Officer.

Marks for all internally assessed work and estimated grades are provided to the Examinations office by the subject teachers and Directors of Learning.

9.2 Internal Assessments

Policy of Internal Assessment for Qualifications with the Following Awarding Bodies: AQA, EDEXCEL, OCR, WJEC, CIE & IFS.

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Wilmington Academy is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessments is assured through internal standardisation as is set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training.

Written Appeals Procedure

JCQ publishes procedures for appeals against Exam Board decisions and the Examinations Officer will be able to advise students and parents on these procedures.

Appeals may be made to the Academy if they apply to the process leading to an assessment and regarding the procedures used in internal assessments, but NOT the actual marks or grades submitted by the Academy for moderation by the Awarding Body.

Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

A student and/or parent/carer wishing to appeal should contact the Examinations Officer as soon as possible to discuss the appeal. An appeal must be received by the Academy within **three weeks** after the deadline of the assessment.

Appeals should be made in writing to the Assistant Principal and the Examinations Officer who will decide whether the process used conformed to the necessary requirements.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the relevant Director of Learning. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The student/parents will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and if deemed appropriate, of any steps taken to further protect the interest of the candidate(s). The findings will also be notified in writing to the Lead Practitioners and recorded for awarding body inspection.

10. Results, Queries about Results (EARs) and Access to Scripts (ATS)

10.1 Results

Candidates will receive individual results slips on results days either in person at the Centre or by post to their home addresses (candidates to provide a stamped addressed envelope).

Arrangements for the Academy to be open on results days are made by Assistant Principal Curriculum, Examinations and Timetable and the Examinations Officer.

It is the responsibility of the Assistant Principal Curriculum, Examinations and Timetable in liaison with the Examinations Officer to provide the results analysis required by the DCSF and other bodies in a timely fashion to meet required deadlines immediately after the result days.

It is the responsibility of the Assistant principal Curriculum, Examinations and Timetable in liaison with the Examinations Officer to provide the in depth results analysis required by the Principal, Governors and the Senior Leadership Team (SLT) for the beginning of the academic year in the format agreed.

10.2 EARs

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Principal, Assistant Principal Curriculum, Examinations and Timetable, Lead Practitioners and Examinations Officer will investigate the feasibility of asking for re-mark at the Academy's expense.

When the Centre does not uphold an EAR, candidate may apply to have an enquiry carried out. If a candidate required this against the advice of subject staff, they will be charged for the cost of the enquiry.

10.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days scrutiny of the results.

Centre staff may also request scripts for investigation for a teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

(see also section 5. Examination Fees)

11. Certificates

Certificates are presented in person or posted (first class and proof of postage). Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised by the candidate to do so in writing.

Replacement certificates can be obtained directly from the Examination Body at an expense to the candidate.

The Centre retains certificates for two years.

B. Dedross
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