



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Examination Policy

## Reviewed January 2019

## EXAMINATION POLICY

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The purpose 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 the operation of an efficient exam 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.

Newark Orchard School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

This Exam Policy will be reviewed annually.

## **1. Exam responsibilities**

The Head Teacher has overall responsibility for the school as an exam centre and delegates responsibilities to the Deputy Head (14-19 department) who will:

- Advise on appeals and re-marks.
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ (Joint Council for Qualifications) document suspected malpractice in examinations and assessments.

The Head Teacher may not appoint themselves as the examinations officer.

### **1.1 Deputy Head and Curriculum Team Leader (14-19 department)**

Manage the administration of public and internal exams and analysis of exam results:

- Advise the school leadership team, curriculum leaders, subject tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding organisations.
- Contribute to the production and distribution to staff, and candidates of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provide and confirm detailed data on estimated entries.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and make applications for special consideration using the JCQ access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations.
- Identify and manage exam timetable clashes.
- Account for income and expenditures relating to all exam costs/charges.
- Line manage the invigilation team; their recruitment and training. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.

- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.
- Implement this policy in accordance with all other school policies, procedures and regulations on health and safety, equal opportunities, quality assurance, financial matters and Data Protection Act.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries.
- Comply with awarding organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework mark sheets/declaration sheets and adhere to deadlines.
- Inform the Exams Officer of changes to course/entry/levels.
- Oversee identification and testing of candidates' requirements for access arrangements.
- Liaise with exams office to organise exam access arrangements.
- Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT equipment — to assist candidates in achieving their course aims.

#### 1.2 Deputy Head/Class Teams with support from 'Ideas for Careers'

- Provide guidance and careers information.

#### 1.3 Subject Tutors

- Provide details of additions or removals from candidate lists.
- Return completed exams documentation to the exams office in order to meet the internal deadlines to avoid awarding organisation penalty fees.

#### 1.4 Lead Invigilator/Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
  - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
  - No display materials that might be helpful to candidates are visible.
  - A reliable clock of readable size is visible to each candidate.
  - Ensure notices are displayed in accordance with JCCQ regulations.
  - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to 'The Instructions for Conducting Examinations'.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Carry out checks on the identity of candidates on their arrival.
- Take all reasonable steps to ensure that:
  - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
  - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
  - Candidates have all the necessary material provided by the awarding organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Complete the attendance register during the examination and inform the exams office of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the exams office.
- Ensure that the room is left in a tidy condition.
- Work to promote and apply the school's safeguarding policy and procedures.

### 1.5 Candidates

- Check personal exam entries on receipt of timetable and inform the Exams Officer of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with awarding organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Pay for any re-sits in the specified period.
- Attend all timetabled assessments.

## 2. The qualifications offered

The qualifications offered at this centre are decided by the school leadership team.

The subjects offered in any academic year may be found on the school website ([www.newarkorchard.notts.sch.uk](http://www.newarkorchard.notts.sch.uk)). Parents/carers and students are briefed appropriately at the transition phase and at Annual Reviews. If there has been a change of syllabus/specification from the previous year, course information must be changed with student records and the exams office must be informed by the 1<sup>st</sup> October for all qualifications.

## 3. Exam seasons, timetables and clashes

### 3.1 Exam seasons

The Deputy Head/Curriculum Leaders have responsibility for giving the exams office the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Subject Leaders must liaise with Curriculum Team Leader/Exams Officer to oversee and plan the scheduling of exams for their area. This includes decisions on exams series.

All internal exams are held under external exam conditions.

### 3.2 Timetables

The Exams Officer will notify in morning briefing and at department meetings, the rooms in use for exams. Allocation of Invigilators will be the responsibility of the Exams Officer.

## **4. Entries, entry details, late entries and re-sits**

### **4.1 Entries**

Normally candidates are selected for their exam entries by the Subject Leaders. However, a candidate has the right to request a subject entry, change of level or withdrawal but there would be an expectation that this would be following a discussion with their Curriculum Team Leader and Deputy Head.

The centre acts as an exam centre for other organisations upon request.

### **4.2 Entry details**

All individual candidate statements of entry will be sent to the Exam Officer/Deputy Head.

The exams office will accept withdrawals, amendments and changes of tier up to the dates set by the awarding organisations. These deadlines are available from the exams office or the awarding organisation websites.

### **4.3 Late entries**

Late entries are authorised by the Curriculum Team Leader and Deputy Head.

The deadlines for late entries are available from the exams office or the awarding organisation websites.

Under extreme circumstances, very late entries will be accepted, but these will be subject to a fee levied by the awarding organisation.

### **4.4 Re-sits**

Re-sit decisions are made in consultation with the Teacher, Deputy Head and Head Teacher.

### **4.5 ULN - Unique Learner Numbers**

A unique learner number is a ten digit number and is unique to the learner. It is used in England, Northern Ireland and Wales. Information can be found at [www.learningrecordservice.org.uk](http://www.learningrecordservice.org.uk).

We need a ULN. The awarding organisation use it to populate a central personalised learner record in relation to qualifications achieved by the learner within the QCF framework.

The ULN is a mandatory requirement.

It is the responsibility of the centre to obtain and validate a ULN for the learner from the Learning Records Service (LRS). To obtain a ULN, a centre must be registered as a Learner Registration Body.

## **5. Exam fees**

Normal registration and exam fees for the first sitting are paid by the centre for fully funded candidates with an active enrolment.

Late entry or amendment fees are paid from the accreditation budget.

Re-sit fees are paid by the candidates. This also applies to candidates re-sitting a year already taken and taking units that they sat previously.

(See also section 4.4: Re-sits)

## **6. The Disability and Equality Act, special needs and access arrangements**

### **6.1 Disability and Equality Act**

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All exam centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.2 Special needs**

Discussions will take place between the Deputy Head/Curriculum Team Leader and the subject Leader to decide any special arrangement for the exam. The Exam Officer will inform the subject Leader and candidate that the special arrangements have been granted.

### **6.3 Access arrangements**

Candidates who may require access arrangements are identified during and at the start of the course.

Subject Leaders identifying candidates who may require access arrangements after the start of the course should contact the Deputy Head/Exams Officer at the earliest opportunity. It is the Subject Leader's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is the responsibility of the exams office. All access arrangements and reasonable adjustments will be in line with JCQ recommendations 1 September 2018 to 31 August 2019.

## **7. Estimated grades**

Estimated grade forms are to be completed and returned directly from the teachers to the exams office in order to meet the awarding organisations' published deadlines.

## **8. Managing Invigilators and exam days**

### **8.1 Managing Invigilators**

External and internal Invigilators will be used for all exams apart from some internally assessed components/controlled assessment. Internal Invigilators will be used especially where students are vulnerable and may be distressed by unfamiliar adults.

The recruitment of Invigilators is the responsibility of the exams office.

Securing the necessary Disclosure & Barrings Service (DBS) checks for new Invigilators is the responsibility of the school.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the school.

Where possible, due to the nature of the students, internal staff will be trained for invigilation.

## 8.2 Exam days

The Exams Officer will book all exam rooms after liaison with other users.

The Facilities Team/staff are responsible for setting up the allocated rooms as advised by the Deputy Head.

The Lead Invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present prior to the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted and must leave the venue before the examination begins.

In practical exams Subject Leader may be on hand in case of any technical difficulties.

Exam papers must not be read by Subject Leaders or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders the following day.

## 9. Candidates, clash candidates and special consideration

### 9.1 Candidates

Candidates will be known to all internal staff and therefore official forms of identification are not required.

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal centre rules on dress and behaviour apply.

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 will not be allowed to leave the exam room until the published finishing time.

The exams office staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

The Exam Officer will provide enough equipment for the candidates.

## 9.2 Clash candidates

The supervision of candidates between exams is the responsibility of the exams office. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations.

## 9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate/parent/carers responsibility to alert the School and Exams Officer.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the school supports the application, the exams office will then forward a completed special consideration form to the relevant awarding organisation within the JCQ's recommended deadlines and guidance.

## **10. Controlled Assessment, coursework and appeals against internal assessments**

### 10.1 Coursework

Candidates who have to prepare coursework should do so by the required date.

The Subject Leader/Deputy Head will ensure all coursework is marked/internally verified in line with awarding organisation requirements. Curriculum Team Leader/Deputy Head have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work. Curriculum Team Leaders/Deputy Head will ensure that all internal verification is completed by school internal deadlines. The exams office will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to who is maintained.

Marks for all internally assessed work are provided to the exams office by the Subject Leader. These should be received by the exams office in order to meet the internal exams office deadline.

### 10.2 Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with teachers to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4 if appropriate).
- Map overall resource management requirements for the year. As part of this resolve:

- Clashes/ problems over the timing or operation of controlled assessments.
- Issues arising from the need for particular facilities (rooms, ICT networks, time out of school etc.)
- Ensure that all staff involved are aware of dates and times.
- Create, publish and update an internal appeals policy for controlled assessments.

### 10.3 Deputy Head Teacher and Curriculum Team Leader

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that the appropriate assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component if necessary.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure 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.

### 10.4 Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication instructions for conducting controlled assessments.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the Deputy Head for any assistance required for the administration and management of access arrangements.

### 10.5 Exams Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

- Download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

#### 10.6 Deputy Head Teacher

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

#### 10.7 Appeals against internal assessments

Newark Orchard School has a separate policy on this subject. Please refer to the Appeals Policy.

The main points are:

- Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision, ie the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- In the first instance, the student should raise any concerns about the assessment process with the teacher.
- If the student remains concerned having spoken to their teacher they should contact their Curriculum Team Leader/Deputy Head.
- The tutor or nominated person will ask the student to make a written appeal which will be submitted to the Deputy Head (14-19 department). The grounds for the appeal must be clearly stated.
- The findings will be notified in writing, copied to the Head of centre and recorded for awarding organisation inspection.

### 11. Internal Verification

#### AIM

- To ensure there is an accredited lead internal verifier for all AIM accreditation.
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity.
- To ensure that the internal verification procedure is open, fair and free from bias.
- To ensure that there is accurate and detailed recording of internal verification decisions and an internal verification timetable.

In order to do this, the centre will ensure that:

- A Lead Internal Verifier for AIM and ASDAN has taken part in internal verification courses run by AIM.
- Each Lead Verifier oversees effective internal verification systems and adheres to internal verification timetable.
- Staff are briefed and trained in the requirements for current internal verification procedures (This is the responsibility of the Lead Internal Verifier and other Internal Verifiers and the Quality Assurance lead).
- Effective internal verification roles are defined, maintained and supported (This is the responsibility of the Lead Internal Verifiers).

- One member of staff is trained so school has direct claims status with another member in the process. Staff adhere to AIM guidance.
- All centre assessment instruments are verified as fit for purpose (this is the responsibility of the Lead Internal Verifier).
- An annual internal verification schedule, linked to assessment plans, is in place (This is the responsibility of the Lead Internal Verifier).
- An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements (This is the responsibility of the Lead Internal Verifiers and the Quality Assurance lead).
- Secure records of all internal verification activity are maintained. All records should be kept as a hard copy or electronically in the school (this is the responsibility of the Lead Internal Verifier).
- The outcome of internal verification is used to enhance future assessment practice (this is the responsibility of the Lead Internal Verifiers and the Quality Assurance lead).

## **12. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **12.1 Results**

All individual candidate statements of results for general qualifications received during the course will be emailed or text to the students' parents/Carers email/phone accounts.

### **12.2 Enquiries About Results**

EARs for general qualifications may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The awarding organisation's fee is payable by either the candidate or the curriculum area depending on who has requested the EAR.

### **12.3 Access To Scripts (applicable to General Qualifications only)**

After the release of results of general qualifications, candidates may request the return of papers within the awarding organisations' stated deadlines.

Where an awarding organisation supplies the requested script electronically, the exams office will send the document to the Parent/carers email account or print a copy.

If a result is queried, the exams office in conjunction with teaching staff or Head of centre will investigate the feasibility of asking for a re-mark at the school's expense. Otherwise the candidate will pay for the remark themselves.

Subject Leaders/Curriculum Team Leader may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

(See also Section 5: Exam fees)

## **13. Certificates**

- Certificates are posted (by recorded delivery where stipulated by the awarding organisation), or collected in person if a candidate requests this. In addition, candidates will sign for their certificates to say they have received them.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so, and provide their own identification.

Certificates are not withheld from candidates who owe fees.

Any replacement certificates if name misspelt is to be paid for by the school.

Any replacement certificates required due to loss/damage to be paid for by the candidate unless there are mitigating circumstances.

The Centre retains certificates for three years.

## **14. Malpractice and maladministration**

### 14.1 Definition

Malpractice means any act or omission, or attempted act or omission which:

- Breaches the JQC rules and regulations for exams.
- Comprises the process of assessment, the integrity of any qualifications or the validity of a result or certificate.

Malpractice can arise for a number of reasons. It can be intentional, done with the aim of giving the candidate an unfair advantage in an exam or assessment. It can be unintentional or negligent arising through ignorance, carelessness or forgetfulness about rules and regulations. It can also arise through circumstances beyond the control of those involved, such as where disruption is caused to an exam by an external event or unplanned incident.

Maladministration is a type of malpractice committed by a registered exam centre relating to the administration of exams. Maladministration is usually unintentional and arises from a mistake, ignorance, carelessness or forgetfulness about rules and regulations for exams and assessment.

Irrespective of underlying causes, all forms of malpractice and maladministration must be investigated by the Head/Deputy Head of Newark Orchard School in order to protect the integrity of exams and remain fair to all candidates. Refer to JQC Guidelines 'Suspected Malpractice in Examinations and Assessments: Policies and Procedures 1 September 2018 - 31 August 2019'

### 14.2 Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in the course of an exam, in oral and practical exams or portfolios. Some examples of malpractice are:

- Behaviour in an exam room, talking, distracting other etc.
- Impersonating a candidate.
- Cheating or attempting to cheat or copy work.
- Being in possession of or using unauthorised aids such as notes or electronic devices.

To name a few.

### 14.3 Centre malpractice

'Centre malpractice' means malpractice committed by a staff member at a centre. Examples are as follows:

- Altering official documents, such as exam report forms or mark sheets.

- Tampering with candidate's papers or allowing candidates to tamper with papers before or after the exam.
- Making an audio or video recording of an exam.

To name a few.

#### 14.4 Centre maladministration

Examples of centre behaviour which constitutes maladministration is below. It is divided into minor and serious maladministration. However, minor may constitute serious if persistent or intentional

##### Minor

- Failing to start an exam on time.
- Not announcing start and finish time of an exam.
- Having no workable, visible clock.
- Allowing candidates to leave the room.
- Failing to remind candidates of time remaining in the exam.

##### Serious

- Opening the security bag prior to entering the exam room or opening it in an incorrect manner (eg pulling the bag apart in a way that suggests it has been tampered with).
- Failing to allocate the correct time for an exam or conducting the exam at a time different to the authorised time.
- Seating candidates too close together or so that they are facing each other.
- Candidates being left unsupervised during the exam or the invigilator(s) not giving full attention to invigilating.
- Not completing the exam documentation accurately, such as the seating plan and supervisor's report.

#### 14.5 Reporting suspected malpractice and maladministration

Cases of suspected malpractice and maladministration may be reported by a number of sources, such as:

- The centre, eg in a report from supervisor.
- The candidate, eg in a letter to school (Head Teacher).
- An examiner, marker or inspector, eg in examiner's report.

#### 14.6 Investigation procedure for suspected malpractice and maladministration

Newark Orchard School will investigate thoroughly any reports of malpractice or maladministration that occur at the centre and report to the relevant exam board, following JCQ guidelines.

#### 14.7 Suspected malpractice by candidate

In the case of suspected malpractice by a candidate, this will be reported to the Head or Deputy Head who will look at the available evidence (eg written papers, supervisor's report etc). Once the evidence is gathered, it will be sent to the exam board for consideration.

If the exam board decides to investigate the case further, the candidate will be informed of its decision either directly or via the centre.

#### 14.8 Suspected malpractice and maladministration by a centre

In the case of suspected malpractice or maladministration by the school, evidence must be provided to the exam board. The exam board will look at the evidence and decide if there is a case to answer. It will be up to the discretion of the Head Teacher and Governors as to whether any disciplinary procedures are undertaken after an investigation (see Disciplinary Policy).

\*Reference must be made to the JCQ publication 'Suspected malpractice in examinations and assessments: Policies and Procedures' 1 September 2018 - 31 August 2019.

#### 14.9 Bibliography

Reference should be made to course handbook

Exam board

JCQ - General Regulations for approved centres - Refer to JCQ website

JCQ - Access arrangements and reasonable adjustments

JCQ - Instructions for conducting exams

### 15. Emergencies

A procedure must be in place for emergencies during examination periods as well as the Centre's emergency procedures. Evacuation procedures must be in place and subject to inspection by JCQ Centre Inspection Service. Reference will be made to JCQ Instructions for Conducting Examinations: 1 September 2018 - 31 August 2019.