



St Michael's Catholic College Exams Policy 2019-20

The policy purpose

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the 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.

The exam policy will be reviewed annually.

Exam responsibilities

The head of centre:

- Has overall responsibility of the College as an exam centre advises on appeals and re-marks
- Is responsible for reporting all suspicious or actual incidents of malpractice – refer to the JCQ document *Suspected malpractice in examinations and assessments*

The exams office manager / exams officer:

- Manages the administration of public and internal exams
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to 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
- Ensure candidates are informed of and understand those aspects of the exam timetable that will affect them
- Receives, checks and stores securely all exam papers and completed scripts
- Mark applications for special consideration

- Identifies and manages exam timetable clashes
- Checks invoices related to exam costs/charges
- Advises SLT regarding the number of invigilators required for exams
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams

The Vice Principal

- Organises teaching and learning
- Manages external validation of courses followed at Key stage 4/post-16

Heads of department/school/curriculum are responsible for:

- Guidance and Pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of internal mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exam officer

Teachers are responsible for:

- Submission of candidates' names to heads of department/school/curriculum

The special education needs coordinator (SENDCO) is responsible for:

- Identification and testing of candidates, requirements for access arrangements
- The 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.

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer.

Candidates are responsible for:

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Understand controlled assessment regulations and signing an authentication statement confirming that they have read and followed these instructions.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the head of centre, Vice Principal, Heads of Department, Heads of Faculty and the Senior Leadership Team.

The qualifications offered are GCE, OCR Cambridge National and GCSE.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed prior to the start of the course.

Informing the exams office of changes to a specification is the responsibility of the heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENDCO, subject teachers and head of subject.

Exam series and timetables

Exam series

External exams and assessments are scheduled throughout the academic year.

The head of centre and head of department decides which exam series are used in the centre.

On-demand assessments can be scheduled only in windows agreed between the exams officer and the senior leadership team.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for internal exams and external exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by subject teachers.

The centre does not accept entries from external/private candidates.

Entry deadlines are circulated to heads of department via email and meetings.

Late entries are authorised by head of centre and heads of subject.

Re-sits will meet the terminal rules and re-sit requirements.

Re-sit decisions will be made in consultation with candidates, subject teachers, and Heads of Department.

Exam fees

Candidates or departments will not be charged 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.

Entry exam fees are paid by the centre.

Exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

Fee reimbursements are not sought from candidates who fail without good reason to complete the requirements of a public exam where the governing body or local authority originally paid/agreed to pay the fee.

Re-sit fees are paid by the candidates.

Disability Discrimination Act

All exam centre staff must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

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.

This is the responsibility of the Head of Centre, Vice Principal, Heads of Department, exams officer and SENDCO.

Access arrangements

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam. A candidate's access arrangements requirement is determined by the SENDCO, doctor, pastoral teacher and/or educational psychologist/specialist teacher.

Making access arrangements for candidates to take exams/assessments is the responsibility of the SENDCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.

Rooming for access arrangement candidates will be arranged by the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the exams officer.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Vice Principal.

Estimated grades

Heads of subject and subject teachers are responsible for submitting estimated grades to the exams office when requested by the exams officer.

Managing invigilators

Support staff, and external staff are used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the School Business Manager.

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

Invigilators are timetabled and briefed by the centre administration.

Invigilators' rates of pay are set by the centre administration.

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 invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Any teachers who teach the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination CANNOT act as an invigilator during the examinations.

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

Exam papers must not be read by teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exam 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 exam officer must support any special consideration claim with the 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 assessments

Internal assessment replaces the largely discontinued term coursework.

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The heads of department should ensure a C.O.P is completed as a Record of Dispatch.

Results

Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days in person at the centre.

Arrangements for the centre to be open on results days are made by the exams officer.

The provision of staff on results days is the responsibility of the senior leadership team.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Please note that this could result in the mark being downgraded, in which case the original higher grade **will not** be reinstated. The candidate's consent is required before any EAR is requested.

A candidate or parent's request for an EAR will be required to pay up front on parent pay. If the grade does change, a refund can be requested by the candidate.

ATS

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

Centre staff may also 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 a script has been returned.

Certificates

Certificates are presented in person and collected and signed for.

Certificates cannot be collected on behalf of a candidate by third parties, unless they have been authorised to do so.

June 2019

Signed:..... **Date**

Chair of the Governing Body

Review Date: 2020