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Oxford & Hassocks

Exams Policy

Responsibility: Head of Centre

Reviewed: January 2018

Reviewed by: Deputy Head

Next Review due: January 2019

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This policy is available:

- On the website - <http://www.lvs-oxford.org.uk/policies/10632.html>
- On request from enquiries@lvs-oxford.org.uk

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The 11-19 exam policy

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 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 by the Senior leadership team and Exams officer.

Exam responsibilities

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, governors 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 exam timetable that will affect them.
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- receives, checks and stores securely all exam papers and completed scripts.
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 12/13.
- identifies and manages exam timetable clashes.
- accounts for income
- and expenditures relating to all exam costs/charges.
- submits candidates' coursework 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 SLT, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to curriculum leads and Examination Officer.

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 main office to be secured in the safe.

Candidates are responsible for:

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

Qualifications

Qualifications offered

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

The qualifications offered are Functional skills, GCSE, Entry level and BTEC Level 1/2, ABC Awards , Entry level maths and English

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers and Subject teachers.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December, March and May.

External exams and assessments are scheduled in May and June.

Internal exams held under external exam conditions.

The Deputy Head will decide which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams officer is the policy for offering on-demand testing.

Timetable

Once confirmed, the exams officer will circulate the exam timetable for Internal exams and External exams.

Entries, entry details and late entries

Entries, entry details and late entries

Candidates are selected for their exam entries by the Curriculum Leads / Subject Teachers.

Entry deadlines are circulated to heads of department via Email, Internal post/pigeon hole and Intranet.

Late entries are authorised by Exam Officer and School Business Manager.

Re-sit decisions will always be offered to candidates if the SLT feel it will improve their life chances.

Exam fees

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.

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to not attend the exam or not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Equalities Act 2010.

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre .

Access arrangements

The Deputy Head 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 Deputy Head 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 Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of the Exams officer.

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.

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

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Managing invigilators

Managing invigilators

Support staff are used to invigilate all examinations, as they know the students best and can reduce anxiety.

Invigilators are timetabled and briefed by the Exams officer.

Malpractice

The Exams officer 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.

Exams officer is responsible for setting up the allocated rooms.

Either, the subject leaders, Examinations Officer or Quality Nominee will start all exams in accordance with JCQ guidelines.

Subject staff 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 before the end of a session. Papers will be distributed to curriculum leads / subject teachers at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. (including watches which must be put on the candidates desk)

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or Quality Nominee.

Note: 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 or subsequently.

Clash candidates

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

Special consideration

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, 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 assessments and appeals

Internal assessment

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

Marks for all internally assessed work and estimated grades are provided to the exams office by the curriculum leads / subject teachers.

Appeals against internal assessments must be made by April of the certifying year.

Appeals against internal assessments

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

Results

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

Candidates will receive individual letters by post to their home addresses.

The centre will not be open on results day but a contact e-mail is provided for parents / carers to contact the Exam's Officer if required.

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 candidates 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 re-mark 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 three days' 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.

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates

Certificates are posted (recorded delivery), securing permission of receipt.

The centre retains certificates for a period of no more than two years.

A copy of certificates are also provided to the candidates Post 16 provider as part of their transition.

This policy is to be read in conjunction with the following policies;

- BTEC policy
- BTEC appeals policy
- Teaching and Learning policy
- Assessment for Learning policy
- Exam contingency plan
- Exam results query procedure at LVS Oxford
- Complaints and Appeals procedure