



LORD LAWSON OF BEAMISH ACADEMY

EXAMINATIONS 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
- to ensure compliance with JCQ guidelines

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed **annually**.

This exam policy will be reviewed by the exams officer.

1. Exam responsibilities

Head of centre

Overall responsibility for the academy as an exam centre:

- advises on appeals
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document, "Suspected malpractice in examinations and assessments"
- responsible for Exam Contingency Plan

SLT Member (Assistant Principal)

- SLT line manager for Exam Officer

Governing Body

- Responsible for agreeing policy and ensuring it is reviewed **annually**.



Exam Officer

The Exam Officer manages the administration of public and internal examinations, and the compilation of reports of exam results. The Exam Officer also:

- Advises subject leaders, class teachers and other relevant staff on annual exam timetables and application procedures as set by the various exam boards.
- Ensures that exam dates are shown in staff 'big spreadsheet' and communicates regularly with staff concerning imminent deadlines and events.
- 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.
- Produces and distributes: exam timetables, individual student exam timetables, room seating plans.
- Ensures that any relevant exam information such as: individual student exam timetables, JCQ notices etc., is emailed directly to students, copying in tutors, heads and deputy heads of year and sixth form.
- Ensures individual student exam timetables are published to MCAS.
- Ensures JCQ Notices, Generic Exam Timetables, Contingency Day Letter and any relevant exam info is published on academy website.
- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages exam timetable clashes.
- Accounts for income and outgoings relating to all exam costs/charges.
- Responsible for training Exams Assistant to ensure fully competent in all exam office tasks ensuring that deadlines are met and exams are conducted in line with JCQ guidelines.
- Line manages the Exams Assistant and Exam Invigilators.
- Organises the recruitment, training and monitoring of a team of exam invigilators, responsible for the conduct of exams.
- Submits candidates' coursework/controlled assessment marks, tracks, despatches and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.



- Arranges for the dissemination of exam results and certificates to candidates, and forwards, in consultation with Subject Leaders, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

SLT Member: Assistant Principal (Assessment and Progress)

The Assistant Principal (Assessment and Progress) is responsible for:

- Validation of the courses followed at Key Stage 4/Post-16.
- The organization and the logistical planning of revision and student preparation.
- The preparation of reports showing results achieved and comparable data for previous years.

Subject Leaders

Subject Leaders are responsible for:

- The guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Ensuring that Controlled Assessments are carried out in line with JCQ “Instructions for conducting controlled assessments” and “Controlled Assessment - Risk Assessment Policy and Risk Management”.
- The accurate completion of Controlled Assessment/Coursework/NEA mark sheets and declaration sheets.
- The online input of Controlled Assessment marks – adhering to deadlines as set by the exam officer.
- The accurate completion and checking of entry lists and all other mark sheets - adhering to deadlines as set by the exam officer.
- Involvement in post-results procedures – Review of marking requests carried out on results days.

Teachers

Teachers are responsible for:

- Notifying the exam officer of access arrangements (as soon as possible after the start of the course).



- Submission of candidate names to Subject Leaders.
- Ensuring that Controlled Assessments are carried out in line with JCQ “Controlled Assessment - Risk Assessment Policy and Risk Management”.

SENDCO

The SENDCO is responsible for:

- Identification and assessment of candidates’ requirements for access arrangements in line with JCQ “Adjustments for candidates with disabilities and learning difficulties”.
- Processing online applications in line with JCQ “Adjustments for candidates with disabilities and learning difficulties” relating to candidates who are eligible for adjustments in examinations.
- Holding evidence of JCQ approved applications for JCQ inspection purposes.
- Providing additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Invigilators

Invigilators are responsible for:

- Collecting exam papers and other materials from the exam office before the start of an exam.
- Exercising responsibility for the conduct of exams – (see Invigilation Training Procedures).
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam’s office.

Candidates

An exam candidate is responsible for:

- Checking their entry timetables and advising the exam officer of any anomalies.
- Reading and understanding: JCQ Guidelines, Regulations and Notices which they receive via email from the exam officer.
- Understanding Coursework/Controlled Assessment Regulations and signing a declaration that authenticates their work as their own



- Attending exams on the correct date and at the correct time, appropriately dressed, fully prepared and with appropriate equipment.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the senior leadership team and subject leaders.

The statutory tests and qualifications offered are GCSE, OCR Cambridge National Level 2, Eduqas Level 2 Vocational Tech Award, BTEC Levels 2 & 3, AS levels, A levels, and OCR Cambridge Technical Level 3.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there is going to be a change of syllabus from the previous year, the exam officer must be informed by 1 July, to ensure that preliminary entries are submitted to the exam boards.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At Post-16

Candidates follow courses of their choice (subject to entry requirements) and are entered for exams at the end of the course (Year 13).

3. Exam seasons and timetables

3.1 Exam seasons

External exams for GCSE, OCR Cambridge National Level 2, Eduqas Level 2 Vocational Tech Award, BTEC Levels 2 & 3, AS levels, A levels, OCR Cambridge Technical Level 3 are scheduled in May/June.

3.2 Timetables

The exam officer will distribute and display the exam timetables for both external and internal exams once these are finalized.

For all exams, candidates are issued with a personal exam timetable – showing their exam entries, date and time of exam, length of exam, exam room and seat.



4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by their subject teachers, from entry lists distributed by the exam office to their respective subject leader.

A candidate, parent or carer can discuss a subject entry, a change of level, or withdrawal from an exam or course, with the exam officer and the relevant subject leader.

The centre accepts entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to subject leaders via internal memorandum and emails.

Late entries **must** be authorised by the relevant subject leader.

4.3 Resits

Candidates are allowed to resit at all levels – in line with subject exam syllabus guidelines.

Resit decisions will be made in consultation with the candidate, subject teachers and the subject leaders (See also section 5: Exam fees)

5. Exam fees

All registration and entry exam fees are paid by the centre.

Departments are liable for 50% of the cost of surcharges for late entry or late amendment fees.

Reimbursement could be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. Written notification of such intent will be communicated in writing to parents/carers.

Resit fees for first and any subsequent retakes, are paid by the centre (See also section 4.3: Resit).

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry further. (See also section 11.2: Enquiries about results [EARs]). All candidates for whom an EAR is requested – must complete and sign the declaration form.



6. The Equality Act 2010, special needs and access arrangements

6.1 The Equality Act 2010

The Equality Act 2010 requires awarding bodies to make reasonable adjustments where a candidate who is disabled, within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. All exam 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 SENDCO/doctor/educational psychologist/specialist teacher.

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO – following identification of candidates' requirements. A copy of the candidates' records must be held by the SENDCO for JCQ Inspection Services – Statement, Educational Psychologist Report, IEP, History of need, Copy of application approval, completed Data Protection Notice.

Rooming for access arrangement candidates will be arranged by the exam officer in conjunction with the SENDCO.

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

7. Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for supervision in all exams/assessments.

The recruitment of invigilators is the responsibility of the exam officer.

Securing the necessary DBS clearance for all invigilators is the responsibility of the exam officer.

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



Invigilators are timetabled and briefed by the exam office staff.

Invigilators' rates of pay are set by James Pedlingham, Business Manager, who has overall responsibility for all support staff.

7.2 Exam days

The exam officer will book all exam rooms after liaison with other users, and arrange set up of rooms.

Site management is responsible for setting up the allocated exam halls.

The exam office will ensure exam boxes are made up with exam papers and all exam stationery and materials - ready for collection by invigilators.

Subject teachers/SLT must be present at the start of an exam to assist with the identification of candidates and to model behaviour. They will offer support and encouragement outside of the exam hall – but teaching staff are not allowed in the exam halls.

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

Question papers must not be removed from the exam room before the end of a session; they will be distributed to subject leaders once the exam papers have been sorted by the exam office staff.

8. Candidates, clash candidates and special consideration

8.1 Candidates

The centre's rules on acceptable dress, behaviour 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 exam room for a genuine purpose, requiring an immediate return to the exam room, in which case an invigilator must accompany them.

The exam officer, year leader and deputy year leader, 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.

8.2 Clash candidates

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

8.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement/other trauma, or be taken ill during the exam itself, it is the candidate's responsibility to alert the exam officer or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example, a letter from the candidate's doctor.

The exam officer will then submit a special consideration application to the relevant awarding body within seven days of the exam, in line with JCQ "A guide to the special consideration process"

9. Coursework/Controlled Assessments/Non-examination assessments and appeals against internal assessments

9.1 Coursework/Controlled Assessments/NEA

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject leaders will ensure all work is ready for despatch by the centre deadline date, and the exam office will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are input online by the subject leaders, again, prior to the deadline date.

See Controlled Assessments Coursework, Non-Examination Assessments – Risk Assessment Policy.

9.2 Appeals against internal assessments

See Review of Marking Controlled Assessments/Coursework/NEA Policy.



10. Exam Contingency Plan

10.1

The exam officer will ensure that all exam staff, particularly the exam assistant, are trained, so that exams continue to run in the absence of the exam officer.

10.2

In the event of bad weather, the exam officer will ensure that one member of staff, who lives local enough to the academy, is able to walk to the academy.

10.3

Should alternative accommodation be required, and where accommodation is limited, the academy will prioritise students whose progression will be severely delayed if they do not take their exams when planned.

10.4

The exam officer will consider whether students may be eligible for special consideration, and will process applications as necessary.

10.5

The exam officer will ensure an Exam Contingency Day Letter is distributed to all students taking external exams – via email and paper copy.

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

11.1 Results

Candidates will receive individual result slips on results days in person at the centre, or if unable to attend, by post to their home addresses (candidates to provide sae), or via email.

Arrangements for the academy to be open on results days are made by the exam officer.

The provision of exam office staff on results days is the responsibility of the exam officer.

11.2 EARs

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

When the centre does not uphold 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. (See section 5: Exam fees)

In all instances, the signed consent of the candidate must be obtained.

11.3 ATS

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

If a result is queried, the exam officer, teaching staff and head of centre will investigate the feasibility of asking for a Review of Marking at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes.

For all requests (Return of Scripts, Review of Marking), signed consent of the candidate must be obtained.

12. Certificates

Certificates are posted and Proof of Posting is obtained and held with postal records.

Certificates may be collected on behalf of a candidate by a third party, providing they have been authorised to do so by the candidate.

The centre retains certificates for one year, after which they are returned to the exam boards.



Appendix A

EMERGENCY EVACUATION PROCEDURE DURING EXAMINATIONS

Students are advised of the evacuation procedure at the start of all exams.

The invigilator **must** take the following action in an emergency such as a fire alarm, bomb alert, etc.:

- Stop the candidates from writing;
- Collect the attendance register (**in order to ensure all candidates are present**). Make a note of the time of interruption;
- Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- Evacuate the exam room;
- Candidates should leave the room in silence;
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination;
- The assembly point for all candidates when in an exam is the **Centre of the Rugby Field**. Candidates must stay with Exam Invigilators and Exam staff – they **MUST** not go to the Year Base/Tutor Assembly Area;
- On returning to the exam hall, make a note of how long the interruption lasted;
- Allow students a couple of minutes to gather their thoughts (in silence) and then allow the candidates the full working time set for the examination – adjusting times on white boards;
- Make a full report of the incident and of the action taken. The exam officer will submit details to the relevant awarding body.