



ACLE ACADEMY EXAMINATION

This policy was created and ratified by the Trust Board in:	N/A
The policy owner is:	Data Manager
This policy will be reviewed by the Trust Board in:	September 2017
Policy Version:	V1.1
Signed: Chair of Acle Academy	

ACLE ACADEMY
EXAMINATION POLICY

1. 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 annually.

The exam policy will be reviewed by the Head of Centre, Director of Data, Head of School (Curriculum), Exams Officer and Governors.

2. Exam Responsibilities

Having overall responsibility for Acle Academy as an Exam Centre, the **Head of School (as Head of Centre)**:

- Advises on appeals and re-marks.
- Is responsible for ensuring that all suspicions or actual incidents of malpractice are reported. Refer to the Joint Committee for Qualifications (JCQ) document –‘Suspected malpractice in examinations and assessments’.

Exams Office Manager/Exams Officer is responsible for:

Managing the administration of public and internal exams and:

- Advises the 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/Carers 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 in compliance with JCQ.
- Administers access arrangements and makes applications for special consideration using the JCQ publication 'Access arrangements, reasonable adjustments and special consideration 15/16'.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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 Leadership Team, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Head of School (Curriculum) is responsible for:

- Organising teaching and learning.
- Managing external validation of courses followed at Key Stage 4.

Heads of Department are responsible for:

- Providing guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- Ensuring accurate completion of coursework mark sheets and declaration sheets.
- Ensuring accurate completion of entry and all other mark sheets and adherence to deadlines as set out by the Exams Officer.

Teachers are responsible for:

- Notification of access arrangements/requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department/School/Curriculum.

The **Special Educational Needs Coordinator** (SENCo) is responsible for:

- Identification and testing of candidates to determine requirements for access arrangements.
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, ICT 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 office.

Candidates are responsible for:

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

3. Qualifications

Qualifications offered:

The qualifications offered at this Centre are decided by the Head of Centre, Head of School (Curriculum), Heads of Subject and Leadership Team.

The qualifications currently offered are Functional Skills, GCSE, Entry level, BTEC and VTCT.

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 syllabus from the previous year, the exams office must be informed by September of each year.

Informing the Exams Officer of changes to a syllabus is the responsibility of the Head of Subject.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, Parents/Carers, subject teachers and Head of School (Curriculum) as appropriate.

4. Exam Series and Timetables

a, Exam Seasons

Internal exams and assessments are scheduled in January, February and March.

External exams and assessments are scheduled in May/June. Only English and Maths are available as a retake in November.

YR10 & YR11 Mock Exams are internal exams held under exam conditions.

The Head of Centre and Leadership Team decide which exam series are used in the Centre.

b, On-Demand Testing

Exams are not offered on an 'on-demand' basis.

c, Timetable

Once confirmed, the Exams Officer will circulate the exam timetables for Internal exams and External exams.

5. Entries, Entry Details and Late Entries

The Qualifications and Curriculum Development Agency (QCDA) recommends the use of the Exam Fees Estimator Tool and the exemplar case study 'reducing late exams entries: Practical advice from your exams office colleagues.'

Candidates are selected for their exam entries by the Head of School (Curriculum) and Heads of Subject.

Candidates or Parents/Carers can request a subject entry, change of level or withdrawal.

The Centre accepts entries from external candidates.

The Centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Heads of Department via e-mail.

Late entries are authorised by the Head of School (Curriculum).

Retakes: All GCSEs are now governed by the '100% rule' where the minimum number of units that can be retaken must equal at least 100% of the total course (e.g. if each unit is worth 25%, then a minimum of 4 units must be retaken). Any retake decision will be made in consultation with candidates, subject teacher, Head of Department and the Head of School (Curriculum).

6. 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 or department depending on the circumstances.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees for first and any subsequent retakes are paid by the centre pre 16.

7. Disability Discrimination Act

The Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), (2006) 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. Provision is now included within the Equality Act 2010.

It is the responsibility of the Head of Centre, Exams Officer and all Exam Centre staff to ensure that the Centre meets the requirements of the DDA and Equality Act 2010.

a, Access Arrangements

The SENCo 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 SENCo 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 SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and 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 SENCo with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

8. Overseas Students

Acle Academy has no overseas students.

9. Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer. The Exams Officer at Hellesdon High School, part of the Wensum Trust, will be the emergency point of contact during the exam season.

10. Private candidates

Managing private candidates is the responsibility of the Exams Officer.

11. Estimated Grades

Heads of Subject are responsible for submitting estimated grades to the Exams Officer on request.

12. Managing Invigilators

External staff will be used to invigilate examinations.

These Invigilators will be used for all external exams and internal exams where necessary.

Recruitment of Invigilators is the responsibility of the Exams Officer.

Securing the necessary Enhanced Disclosure and Barring Service check (DBS) for new Invigilators is the responsibility of the Exams Officer.

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

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the Exams Officer.

13. Malpractice

The Exams Officer is responsible for investigating any suspected malpractice.

14. 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.

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 Heads of Department at the end of the exam day.

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

15. 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

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 an invigilator at all times.

The Exams Officer, Director of Data or Director of Sixth Form (as appropriate) are responsible for handling late or absent candidates on exam day or subsequently.

16. Clash Candidates

Where candidates have different exams timetabled at the same time the Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

17. Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or be 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 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.

18. Internal Assessments and Appeals

Note: '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 despatch at the correct time. The Exams Officer 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 Officer by the Heads of Subject.

Appeals against internal assessments must be made by the 31st May.

Appeals Against Internal Assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Officer.

19. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

a, Results

Candidates will receive individual result slips on results days, in person at the Centre. Results may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Evidence of this must be submitted in writing. Any results not collected will be posted home the same day.

Arrangements for the Centre to be open on results days are made by the Leadership Team.

The provision of staff on results days is the responsibility of the Leadership Team.

b, 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 candidate's 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/Carer'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.

c, 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.

20. Certificates

Certificates will be presented in person to the candidate at the celebration of success evening in the Autumn term.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Evidence of this must be submitted in writing.

Certificates will not be withheld from candidates who owe fees.

Certificates that are not collected are posted to the home address of the student or if this is not possible due to a student moving address the Centre retains certificates for on.