



SKEGNESS ACADEMY

EXAMINATIONS POLICY

REVIEW PROCESS	
FIRST WRITTEN	05/01/2014
AMENDED	06/10/2016
NEXT REVIEW	06/10/2018

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The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient examinations system with clear guidelines for all relevant staff.

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

This examination policy will be reviewed on a two yearly basis. This examination policy will be reviewed by the Principal, Examinations Officer and the governors.

1. Examination Responsibilities

The Principal – Head of Centre

- Has overall responsibility for the Academy as an examinations centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

The Examinations Officer

- Manages the administration of external and internal examinations.
- Advises the senior leadership team, subject and class teachers and other relevant support staff on annual examinations timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to centre staff and candidates of an annual calendar for all examinations 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 examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Receives, checks and stores securely all examination papers and completed scripts and ensures scripts are dispatched as per guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges

- Line manages and monitors a team of examinations invigilators responsible for the conduct of examinations, including organizing recruitment and training.
- Submits candidates' coursework and controlled assessment marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Department

- Guide and have pastoral oversight of candidates who are unsure about examination entries or amendments to entries in consultation with the head of year and subject leader.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examinations Officer.
- Accurately complete coursework/controlled assessment mark sheets and declaration sheets.
- Make decisions in post-results procedures.

Teachers

- Supply information on entries, coursework and controlled assessment as required by the head of department and/or Examinations Officer.

SENCO

- Identify and test candidates' requirements for access arrangements and notify the Examinations Officer in good time so that they are able to process any necessary applications.
- Work with the Examinations Officer to provide the access arrangements required by the candidates in the examinations room.

Invigilators

- Assist the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- Collect examination papers and other material from the Examinations office before the start of the examination.
- Collect all examination papers in the correct order at the end of the examination and their return to the Examinations office

Candidates

- Confirm entries.
- Understand coursework/controlled assessment regulations and sign a declaration that authenticates the coursework as their own.

- Ensure that they conduct themselves in all examinations according to the JCQ regulations.

2. Qualifications Offered

The qualifications offered at this centre are decided by the Principal.

The qualifications offered are GCE A and AS levels, Level 3 Extended Project, **Level 3 OCR Technicals**, Level 3 BTECs, GCSE, Level 2 BTECs, **Level 2 OCR Nationals and ECDL**.

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 examinations office must be informed by September – this is the responsibility of the subject head.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with the senior management and pastoral teams.

3. Examination Series

Internal examinations are scheduled in **November, January, March and June**.

External examinations are scheduled in November, **January**, March and June.

All internal examinations are held under external examination conditions.

Which examination series is used in the centre is decided by the Principal, Head of Sixth Form, subject leaders and the senior leadership team.

The centre does offer some assessments on an on-demand basis. If offered, on demand assessments can only be scheduled to fit around the examination timetables. Once confirmed, the Examinations Officer will circulate the examination timetables before each series begins.

4. Entries, Entry Details, Late Entries and Retakes

Candidates are selected for their examination entries by subject leaders and the senior leadership team.

Candidates or parents can request a subject entry, change of level or withdrawal, of which the final decision will rest with the senior management team.

- The centre does not accept entries from external candidates.
- The centre does act as an examinations centre for other organizations.

Estimated entry information will be provided by subject leaders to the Examinations Officer to meet JCQ and awarding body deadlines.

Entry deadlines are circulated to subject leaders via e mail.

Late entries and amendments are authorized by subject leaders and the senior leadership team.

GCSE re-sits for English and Mathematics are allowed in November. GCE A and AS level re-sits are allowed **in June**.

Retake decisions will be made in consultation with the candidates, subject leader and the senior management team.

5. Examination Fees

All initial registration and examination entry fees are paid by the centre. Late entry or amendment fees are paid by the departments.

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.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

6. Equality Legislation

All examination centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the senior management team.

Access Arrangements

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the SENCo. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo.

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

Rooming for access arrangement candidates will be arranged by the SENCo with the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organized by the SENCo with the Examinations Officer.

7. Estimated Grades

Subject leaders are responsible for submitting estimated grades to the Examinations Officer when requested.

8. Managing Invigilators and Examination Days

Managing Invigilators

External invigilators will be used for examination supervision. They will be used for all examinations. The recruitment of invigilators is the responsibility of senior management.

Securing the necessary Disclosure & Barring Service check (DBS) for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled, trained and briefed by the Examinations Officer. Invigilators' rates of pay are set by the Principal.

Examination Days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms. The examinations Officer/senior invigilator will start and finish examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical examinations subject teacher's availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to subject leaders in accordance with JCQ recommendations. Spare papers will be stored in the examinations office until the end of the day on which the examination took place.

9. Candidates, Clash Candidates and Special Consideration

Candidates

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the Head of Year and a member of the senior management team.

The centre's published rules on acceptable dress and behaviour applies at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into the examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Head of Year and Deputy Head of Year are responsible for identifying late or absent candidates on examination days. Late arrivals will be allowed into the examination room and dealt with in accordance with JCQ guidelines.

Clash Candidates

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

Special Consideration

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

Any special consideration claim must be supported by appropriate evidence within five (5) days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will make a special consideration application to the relevant awarding body within seven (7) days of the examination.

10. Internal Assessment

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Examinations office by the published date. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre. Results slips will be in the form of a centre produced document.

Arrangements for the Academy to be open on results days are made by the Examinations Officer.

The provision of staff on results days is the responsibility of the Principal.

EARs

EARs may be requested by centre staff or candidates following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a

request for re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of the EAR will be paid by the centre. The decision whether to make an application will be made by the Head of Department.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three (3) days of the receipt 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 the original script has been returned.

12. Certificates

Candidates will receive their certificates in person and be collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorized to do so and produce suitable identification.

The centre retains certificates for two years.

Principal

Examinations Officer

Date