

**WREAKE  
VALLEY**



**ACADEMY**

# **Wreake Valley Academy**

## **Exams Policy**

Date of Review:	February 2024
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# Wreake Valley Academy

Reviewed February 2024



## Exams Policy

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The purpose of this exams policy is:

- ✓ to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- ✓ to ensure the operation of an efficient exams 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 exams policy will be reviewed annually.

The exams policy will be reviewed by the Head of Centre, Senior Leadership Team and the Exams Officer

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Exam responsibilities**

### **The Head of Centre:**

- ✓ has overall responsibility for the school/college as an exams Centre and advises on appeals and post-results reviews of marking.
- ✓ is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Exams officer<sup>1</sup>:**

- ✓ manages the administration of internal exams and external exams
- ✓ advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- ✓ oversees the production and distribution, to all Centre 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.
- ✓ ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- ✓ checks with teaching staff that the 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 exams.
- ✓ receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- ✓ administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- ✓ identifies and manages exam timetable clashes.
- ✓ accounts for income and expenditures relating to all exam costs/charges.
- ✓ line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ✓ ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- ✓ tracks, dispatches, and stores returned coursework / controlled assessments.
- ✓ arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Heads of department/subject** are responsible for:

- ✓ guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- ✓ accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- ✓ accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- ✓ decisions on post-results procedures.

**Teachers** are responsible for:

- ✓ supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

**The Special Educational Needs and Disability coordinator (SENDCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

## **Qualifications offered.**

The qualifications offered at this Centre are decided by the Senior Leadership Team.

The types of qualifications offered are GCSE, A Level, BTec CNat, CTec, and functional skills.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by the end of July of that calendar year.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department and teachers responsible for a subject.

Decisions on whether a candidate should be entered for a particular subject will be taken by Senior Leadership Team in consultation with the subject teacher, Head of Department and SENDCo.

## **Exam series**

Internal exams (mock and progress exams) and assessments are scheduled in November, December, February, March and April. Internal exams are held under external exam conditions in some instances where it is considered practical and beneficial to students.

External exams and assessments are scheduled in November, January and May and June. Senior Leaders and Heads of Department decide which exam series are used in the Centre in these instances.

The Centre does not accept entries from external candidates. Re-sits are only accepted for students who continue to be full time students attending Bradgate Sixth Form. The centre does not offer GCSE English or maths resits as the entry criteria to the sixth form require students to have gained these prior to admission.

## **Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

## **Entries, entry details and late entries**

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email, briefing meetings, internal post/pigeonhole, the school intranet.

Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Senior Leader with responsibility for examinations.

## **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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the Centre.

A level entry exam fees are paid by the Centre.

BTEC, CNat and CTec entry fees are paid by the Centre.

Functional skills entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the department.

This will be discussed with the Head of Outcomes before

the late entry fees are charged.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## **Equality Legislation**

All exam 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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examinations Officer and SENDCo.

## **Access arrangements**

The SENDCo 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/exams.

A candidate's access arrangements requirement is determined by the SENDCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer and SENDCo

Rooming for access arrangement candidates will be arranged by the SENDCo and the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENDCo and the Exams Officer.

## **Contingency planning**

Contingency planning for exams administration is the responsibility of the Examinations Officer.

Contingency plans are available via the school intranet *and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.*

## **Managing invigilators**

External staff will be used to invigilate examinations.

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

Recruitment of invigilators is the responsibility of the Exams Officer

and the Office Manager

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Exams Officer and the Office Manager

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

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.



## Assessment Malpractice and Maladministration

The Head of Centre in consultation with Exams Officer is responsible for investigating suspected malpractice.

'Malpractice', refers to any act, default or practice which is a breach of JCQ's Regulations in the context of all internal and external examinations and assessments undertaken by Centre's registered learners (candidates).

Malpractice and Maladministration may or may not relate directly to sitting an examination and damages the authority, reputation or credibility of the centre or any employee of the centre.

Malpractice includes non-compliance with JCQ regulations and includes activities such as (*this list is not exhaustive – please refer to APPENDIX 2 in JCQ Suspected Malpractice Policies and Procedures 2023-2024*):

- deception,
- improper assistance to candidates;
- compromise or attempts to compromise, the process of assessments, the integrity of any qualification or the validity of a result or certificate;
- failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself;
- failure to take action as required by an awarding body,
- failure to co-operate with an awarding body's investigation;
- failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments;
- breach of security: failures of compliance with JCQ regulations in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms.
- maladministration;

### Centre staff malpractice:

*Wreake Valley Academy* *Section A*  
Centre staff malpractice' means malpractice committed by (*this list is not exhaustive – please refer to APPENDIX 2 in JCQ Suspected Malpractice Policies and Procedures 2023-2024*):

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at the centre;
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe.

### **Candidate malpractice**

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including (*this list is not exhaustive – please refer to APPENDIX 2 in JCQ Suspected Malpractice Policies and Procedures 2023-2024*):

- preparation and authentication of any controlled assessments, coursework or non-examination assessments;
- presentation of any practical work;
- compilation of portfolios of assessment evidence;
- writing of any examination paper.

### **Maladministration**

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc.

For example (*this list is not exhaustive – please refer to APPENDIX 2 in JCQ Suspected Malpractice Policies and Procedures 2023-2024*):

- failing to ensure that candidates' controlled assessment, coursework, non-examination assessment or work to be completed under controlled conditions is adequately completed and/or monitored and/or supervised;
- failure, on the part of the head of centre, to adhere to awarding body specification requirements in the delivery of non-examination assessments, Endorsements and other projects required as part of a qualification. These include the GCSE Computer Science Programming Project, GCSE English Language Spoken Language Endorsement and/or the GCE A-level Biology, Chemistry, Geology and Physics Practical Skills Endorsement;
- inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed within Chapter 7 of the JCQ publication

- failure to use the correct tasks/assignments for assessments;

Any candidates or Centre staff found to be in breach of JCQ guidelines will be reported to the awarding bodies.

## **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 staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

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

Any teacher who is deemed to be in breach of regulations will be asked to leave the exam room immediately by the Lead Invigilator.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Chief Invigilator.

## **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Senior Leadership Team.

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

In an exam 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, including wrist watches, must not be taken into an exam room.

All of the rules and regulations are displayed on JCQ issued posters which are displayed, inside and outside of the exam rooms.

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 Senior Leadership Team.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

There will be no toilet breaks allowed during the first hour of any exam. Candidates should always ensure that they have used the toilet before any exam, so that there is no requirement during the exam, which is disruptive to other candidates.

The Exams Officer is responsible for handling late or absent candidates on exam day.

### **Clash candidates**

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays, where necessary. Exam clashes will always be kept to a minimum but will be unavoidable, based on the Awarding Body's timetables

### **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre's Exams Officer or an invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within the timeframe required.

## **Controlled assessment**

It is the duty of heads of department to ensure that all controlled assessment is ready for dispatch at the correct time. The exams 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 exams office by the subject teachers or Heads of Department. The exams 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.

## **Results**

Candidates will receive individual results slips on results day; all students will receive these by email to their school account and they can also collect them in person at the Centre if they choose.

Arrangements for the Centre to be open on results days are made by the Exams Officer in conjunction with the on-site Premises Team

The provision of the necessary staff on results days is the responsibility of the Exams Officer and Head of Outcomes. All staff will be made aware of results day for all Exam series in advance

## **Enquiries about Results (EAR)**

EARs may be requested by Centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will usually be paid by the candidate.

All decisions on whether to make an application for an EAR will be made by Examinations Officer after consultation with the Senior Leadership / Head of Outcomes

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.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

After the release of results, candidates may ask subject staff to request the return of written exam papers within three working days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the written consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will usually be paid by the candidate.

Processing of requests for ATS will be the responsibility of Exams Officer.

## **Certificates**

Candidates will receive their certificates

- in person at the Centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The Centre securely retains certificates for a maximum period of 12 months, after which they will be securely destroyed to satisfy GDPR regulations. A record of those destroyed will be kept for a further 4 years.

The following documents should be read in conjunction with this policy:

- JCQ – General Regulations for Approved Centres
- JCQ – Instructions for conducting examinations
- JCQ – Access Arrangements and Reasonable Adjustments
- JCQ – Special Consideration Process
- JCQ – Suspected Malpractice in Examinations and Assessments