



The Complete Works Policies

Exam Policy

Updated January 2020

Exam Policy

The purpose of this examinations 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

This exam policy will be reviewed annually. This exam policy will be reviewed by the Senior Leadership Team, Examinations Officer and Trustees.

1. Exam responsibilities

1.1 Examinations Officer:

Manages the administration of public and internal exams:

- Advises the senior leadership team, onsite and offsite teachers on annual exam timetables and application procedures as set by AQA and Edexcel
- Oversees the production and distribution to staff and candidates of timetabled 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
- Identifies and manages exam timetable clashes
- Line manages and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework marks, tracks despatches 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
- Maintains systems and processes to support the timely entry of candidates for their exams

1.2 Teachers are responsible for:

- Notification to SENCo of Access Arrangements (as soon as possible after the start of the course)
- Submission of candidates' names to Exams Officer

1.3 The SENCo is responsible for:

- Identification and testing of candidates, requirements for Access Arrangements
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims

1.4 Candidates are responsible for:

- Understanding any coursework regulations and signing a declaration that authenticates the coursework as their own

2. Qualifications Offered

The qualifications offered at this Centre are decided by the CEO, Headteacher, Assistant Heads and Trustees.

The qualifications offered are GCSEs in English, Maths, Science, Art and Design, Photography, Geography, History, Food Preparation and Nutrition and Physical Education. BTECs in Art and Design, Cooking, Music, Health and Social Care, Hospitality, Performing Arts and Travel and Tourism. Functional Skills in English, Mathematics and ICT. Entry Level Certificates in English, Mathematics and Science and Unit Awards in various subjects. We also offer Trinity Arts Award at varying levels.

If there has been a change of specification from the previous year, a discussion will be held between the CEO, Headteacher and Subject Consultants. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, parent/guardian, SENCo, Onsite Lead, Assistant Head, Headteacher and Referrer.

3. Exam seasons and timetables

3.1 Exam season

- Internal exams (mocks) are scheduled in January and as required and/or requested by the Headteacher
- External exams are scheduled in November, January, March, May and June

- All internal exams are held under external exam conditions
- The Headteacher and Assistant Heads decide which exam series are used in each Campus.

3.2 Timetables

- Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams

4. Entries, entry details and late entries

- Candidates are selected for their exam entries by the Referrers, Assistant Heads and Education Support Officers (ESO's)
- Candidates, or parents/guardians, can request a subject entry, change of level or withdrawal. A meeting will then be held with the Assistant Head/Onsite Lead/Teacher and Referrer in regards to the request. The request will then be passed onto the Curriculum Manager and Subject Consultants for discussion and confirmation
- The centre does not accept entries from external candidates, however we are happy to advise on other centres which do take external candidates
- Entry deadlines are circulated to teachers and Onsite Leads via email
- Late entries are authorised by the Headteacher and Exams Officer
- GCSE re-sits are allowed at the discretion of the CEO and Headteacher
- Re-sit decisions will be made in consultation with CEO, Headteacher and Exams Officer

5. Exam fees

- Candidates will not be charge 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 AQA or Edexcel
- GCSE entry exam fees are paid by the centre
- Exam fees are paid by the centre
- Late entry or amendment fees are paid by the centre or Referrer, depending on how late and reason for late entry
- Fee reimbursements are not 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 are paid by the Centre

6. The Disability Discrimination Act (DDA) and Equality Act 2010

- All exam Centre staff must ensure that the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006, are met
- The DDA 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
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities
- To find out more about exactly how the centre can satisfy the requirements of the DDA visit the DDA information page on the DFE website
- The centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the centre is accessible and improving candidate experience. This is the responsibility of the Headteacher, Assistant Heads, Exams Officer and SENCO
- The Complete Works follows The Equality Act 2010 legislation to ensure that each student is able to sit exams at one of our centres without facing discrimination based upon their gender, sexual orientation, religion or belief, age or race.

7. Access arrangements

- The Exams Officer will inform teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The Exams Officer and 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 arrangement requirements are determined by the SENCo and their doctor
- Making special arrangements for candidates to take exams is the responsibility of both the SENCO and 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 SENCo, Assistant Heads and the Exams Officer
- Invigilation and support for Access Arrangement candidates will be organised by the SENCO with the Exams Officer

8. Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer/SLT

9. Estimated grades

Onsite Leads and teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer

10. Managing invigilators

- Internal staff are used to invigilate examinations. A teacher/s who has not taught that student or group of students will invigilate
- Recruitment of invigilators is the responsibility of the Exams Office
- Invigilators are timetabled and briefed by the Exams Office
- Invigilators are trained by the Exams Officer

11. Malpractice

The Onsite Leads/Examinations Officer is responsible for investigating suspected malpractice

12. 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 invigilators
- Onsite Leads and Assistant Heads are responsible for setting up the allocated room
- 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 reading the front of the exam paper, but must not assist with questions about the exam
- 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 subject teachers at the end of the exam session

13. Candidates

- The centre's published 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Lead Invigilator

- **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
- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam, then it is the candidate's and/or parent/carers responsibility to alert their teacher, who in turn will contact the Exams Officer, to that effect
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example 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

14. Controlled Assessments

It is the duty of the candidate's teacher that deadlines are adhered to, to ensure that the Exams Officer receives all internal assessments are 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.

15. Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the Exams Officer by the teachers and Onsite Leads.

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

- Candidates will receive individual results slips on results days either in person at the centre, results over the telephone or by post to their home address
- Arrangements for the school to be open on results days are made by the Headteacher
- The provision of staff on results days is the responsibility of the Headteacher
- **EARs**
 - EARs may be requested by teachers 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 submitted
 - If a result is queried, the CEO, Headteacher and Exams Officer, 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/guardian'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 may be charged the remarking fee

- **ATS**
 - After the release of results, candidates may ask the Exams Officer to request the return of papers within three days' scrutiny of the results
 - Staff may also request scripts for investigation or for teaching purposes
 - GCSE re-marks cannot be applied for once a script has been returned

18. Certificates

- Certificates are collected and signed for from the Head Office by candidates or their parent/carer
- Candidates will sign to state that they have received their certificates from the centre
- The centre retains certificates for two years, after which they may be confidentially destroyed and a record kept of the date of destruction

19. Procedure for Examinations during severe weather conditions and periods of disruption

In the event of severe weather or periods of disruption which may affect GCSE examinations, please refer to the advice below.

If The Complete Works is unable to open as normal during an examination period students and parents will receive communication via:

- Telephone calls by Head Office/Onsite Leads/Teachers
- We will endeavour to keep centres open during examinations in the scenarios of adverse weather, however, a discussion will be required to take place with the managers of the centres we use first.
- It is important to note that rescheduling examinations is not an option due to the consequences this would have across the system. For example, it would significantly reduce the amount of time schools and colleges have to teach, and students to learn, in preparation for the summer examination series. The integrity of the question papers could also be compromised. The task of ensuring that all schools and colleges do not offer the examinations on the original scheduled date would be difficult to undertake and guarantee.
- Taking all the factors into account, drawing upon experience of previous years such as the disruption caused by adverse weather conditions in 2011 and 2012, and in consultation with the regulators, awarding bodies have agreed the following:
 - Wherever possible examinations should be conducted according to the published examination timetable

- If conditions are so severe that a decision is made to close the school, whether by the local authority or the senior leadership team, or where a school remains open but some candidates are unable to reach it because of extreme weather conditions, and no alternative arrangements can be made to take the examination at a different location, then the options are:
 - Where candidates are entered for examinations but this is not their terminal (final) examination series, they may be entered again for the next available series
 - Where candidates are sitting units as part of their terminal examination series or no further re-sit opportunity is available, then an application for special consideration may be made. The candidate must meet the published criteria for special consideration as indicated in the JCQ publication, Access Arrangements, Reasonable Adjustments and Special Consideration
 - There is a published contingency plan for the examinations system on the Ofqual website. Additional guidance is also available on the websites of the awarding bodies

20. Emergency Evacuation of the Exam Room

In the event of an emergency evacuation during an exam as a result of a fire alarm or bomb alert, the JCQ emergency evacuation procedure for examinations will be followed by the invigilators:

- Stop the candidates from writing
- Collect the attendance register to ensure all candidates are present
- Candidates are advised to close their answers booklet, leave all question papers and scripts in the examination room, and evacuate the room in silence
- Supervise candidates to ensure there is no discussion of the exam while they are outside the examination room
- Make a note of the time and length of the interruption
- Upon being given the all clear, candidates return to the examination room to continue the exam in silence. Allow the full working time set for the exam
- If returning to the examination room is not possible, candidates along with their question papers and scripts may be taken to another place to complete the exam
- Make a full report of the incident and of the action taken to send to the relevant awarding body by the Exams Officer