



## Examinations Policy

Committee	Date of Ratification	Review Date/term	Staff Responsible	Circulation
S&C	Spring 2022	Spring 2024	Deputy Headteacher	Whole School docs Website

The school has a detailed Risk Register which the Governing Body uses to monitor and measure the impact of its decisions as well as informing its planning.

The Risk Register also includes the School's Policy Statement for Risk and Opportunity Management.

To ensure that Risk Management permeates the working of the Governing Body, this policy is referenced in the Risk Register and the committee responsible for the policy should consider the "likelihood" and "impact" level for the appropriate risks.

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## 1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

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## 2.2 Head of Centre

The Head of Centre:

- Has overall responsibility for the school as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Elaine Ball.

## 2.3 Exams Officer

The Exams Officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and reviews of marking

Our Exams Officer is Joan Maddison

## 2.4 Heads of Department

Heads of Department are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects
- Advising the Exams Officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the Exams Officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- Understanding and complying with the general guidelines contained in the JCQ publication focused on conducting [Non-Examination Assessments](#), ensuring that these are supervised and stored in line with JCQ and the specific examination boards guidelines.
- Supplying information about entries, coursework and controlled assessments as required by the Head of Department and/or the Exams Officer
- retaining candidates' work securely post completion until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

## 2.6 Special educational needs co-ordinator (SENCO)

The SENCO and Specialist Resourced Provision Manager is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is Giovanna Daley. Our Specialist Resourced Provision Manager is Lizzy Lenferna.

## 2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our Exams Officer oversees the Lead invigilators.

## 2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

The Headteacher decides the qualifications we offer.

The subjects offered for these qualifications in any school year may be found on our website. If there is a planned change to a specification for the next year, the Exams Office must be informed of these changes by the Summer Term of the previous academic year. By specification we mean the actual content/syllabus of the exam (as opposed to qualification type or subject).

Informing the exams office of changes to a specification is the responsibility of the Head of Department after discussion with their SLT Line Manager.

Decisions on whether a candidate should be entered for a particular subject or tier will be taken by the Head of Department in consultation with the SLT and SENCO (as appropriate).

## 4. Exam series

Internal exams (trial exams) and assessments are scheduled as appropriate throughout the academic year. Internal exams are held under external exam conditions.

External exams and assessments are scheduled in the following exam series:

- November
- January
- March
- May/June (Summer)

The Head of Centre decides which exam series are used in the centre.

## 5. Exam timetables

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

## 6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal. In some subjects and certain circumstances we do accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Heads of Department by the Exams Officer and must be strictly observed.

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 require authorisation, by the exams team SLT line manager, Deputy Headteacher or Headteacher.

## 7. 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 of each exams series.

Candidates may be charged for the following:

- Exams or re-sits the candidate has not been prepared for by the school
- Where a candidate fails, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

Details of examination charges can be obtained from the Exams Officer.

## 8. Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, Exams Officer and SENCo.

## 9. Access Arrangements and Reasonable Adjustments

The SENCO and Specialist Resourced Provision Manager, in collaboration with the Exams Officer, 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 SENCO and the Specialist Resourced Provision Manager.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO, Specialist Resourced Provision Manager and teachers.

Room arrangements for candidates using access arrangements will be organised by the Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre and Exams Officer.

Contingency plans are produced in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## 11. Estimated grades

Heads of Department are responsible for submitting estimated grades to the Exams Officer when requested.

## 12. Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for internal exams and/or external exams as appropriate. Non-teaching staff and Learning Support Assistants (for candidates with access arrangements) may also be used to invigilate exams.

Recruitment of invigilators is the responsibility of the Exams Officer and their SLT line manager.

If invigilators require Disclosure and Barring Service (DBS) checks, the Human Resources (HR) team are responsible for obtaining these. DBS fees are paid by the centre.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer to ensure all are fully aware of the regulations and any changes to centre-specific processes.

## 13. Malpractice

The Head of Centre, the appropriate SLT Line Manager and Exams Officer are responsible for ensuring that suspected malpractice is thoroughly investigated.

## 14. Exam days

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Site management staff are responsible for setting up the allocated rooms and will be advised in advance.

The invigilators and the Exams Officer will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not 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.

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 exam scripts to awarding bodies.

## 15. Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. Candidates will also be informed about each exam series by their Head or Year or the relevant Assistant Headteacher.

Our published rules on acceptable dress and behaviour apply at all times; Year 11 students must be in their uniform. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

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.

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

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

### 15.1 Private candidates

The Exams Officer is responsible for managing private candidates.

### 15.2 Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

## 16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body once satisfactory evidence has been received.

## 17. Internal assessment

As part of internal assessment whenever staff assess students' work for external qualification, this is to be done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity.

Internal assessment which contributes towards a student's final grade, for example a Non-Examined Assessment, will be moderated and standardised as part of the relevant department's processes. Internal assessment grades will be shared with students who will be able to request a review of marking in accordance with our internal appeals procedure.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation sometimes changes the marks awarded for internally assessed work. This is outside the control of Orleans Park and is not covered by this procedure.

It is the duty of Heads of Department to ensure that all internal 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 internally assessed work are provided to the exams office by Heads of Department. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.

## **18. Results and certificates**

Candidates will receive individual results slips on results days either in person at school (candidates will need to bring along suitable photo ID for the results slips to be released to them). Candidates will also receive their results electronically to their Orleans Park student email account.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the Exams Officer and relevant members of the Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Exams Officer and the Head of Centre.

Dates of results days each year will be published for all candidates through the school website and other communication home to parents/carers.

### **18.1 Enquiries about results (EARs)**

EARs may be requested by centre staff or the candidate following the release of results. All requests should be submitted to the Exams Officer on the appropriate form (available on request).

A request for a re-mark 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 a group of candidates.

The cost of EARs will be paid by the candidate as appropriate.

The cost of EARs will be communicated by the Exams Officer in line with the charges imposed by the awarding bodies for the particular service being used in each exam series.

All decisions about whether to make an application for an EAR will be made by the Head of Department in conjunction with the Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

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

### **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within the set time frame provided by the individual examination board.

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

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.



The cost of ATS will be paid by the candidate unless this is specifically requested by teaching staff to use for teaching and learning purposes.

The cost of ATS will be communicated by the Exams Officer in line with the charges imposed by the awarding bodies for the particular service used in each exam series.

## 19. Monitoring and review

The Head of Centre and the member of staff responsible for Assessment and Examinations is responsible for ensuring that this policy is reviewed every 2 years.

## 20. Appendices

### Appendix One: BTEC Centre Agreement

Orleans Park is committed to adhering to the [policies and procedures](#) outlined by Pearson Edexcel in line with the BTEC Annual Centre Declaration 2021/22.

A copy of the school's BTEC Annual Centre Declaration is available on request.