



**THE NOTTINGHAM
EMMANUEL SCHOOL**
A Church of England Academy

POLICY:

EXAMINATION POLICY

DATE APPROVED:

JULY 2017

DATE OF REVIEW:

JULY 2018

COMMITTEE RESPONSIBLE:

SENIOR LEADERSHIP TEAM

SIGNED:

Principal
D Hobbs

SIGNED:

Chair of Governors
H Shewell-Cooper

Together to learn, to grow, to serve

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7.3.1 Introduction

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that the integrity and security of the examination/assessment system is maintained at all times

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 every year.

The exams policy will be reviewed by the Exams Officer and Head of Centre.

This exams policy is available to centre staff via the Staff Handbook drive. The policy is available to both students and parents via the schools website.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

7.3.2 Roles and Responsibilities

The head of centre:

- has overall responsibility for the examination and assessment processes within the centre
- ensures that all relevant policy and procedure documents are in place and adhered to by all centre staff
- understands the contents and refers to the JCQ and relevant awarding body guidance
- ensures centre staff are appointed and appropriately trained to undertake key tasks within the exams process, following JCQ and awarding body regulations

The exams officer:

- understands the contents and adheres to JCQ and relevant awarding body guidance
- ensures key tasks and key deadlines are adhered to as per JCQ and relevant awarding body guidance
- recruits, trains and manages the team of invigilators
- shares the relevant JCQ and awarding body guidance with centre staff, students and parents
- manages the examination budget
- arranges the dissemination of exam results and certificates to candidates

Directors of Learning are responsible for:

- keep updated with and adhere to JCQ and awarding body guidance to ensure effective delivery of qualifications
- adhere to internal deadlines set within the exams process
- attend relevant awarding body training and update events
- ensures teaching staff keep updated, attend relevant training and undertake key tasks as per JCQ and awarding body guidance

Teachers are responsible for:

- keeping up to date with JCQ and awarding body information, relevant to
- attending relevant awarding body training and update events
- undertaking key tasks, within the exams process as per J and meet internal deadlines set by the EO and SENCo

The **special educational needs coordinator (SENCo)** is responsible for:

- working with the specialist assessor to identify and test candidates for access arrangements.
- working with the exams officer to provide access arrangements required by candidates in exams rooms.
- process any necessary applications in order to gain approval (if required).
- completion of JCQ form 8 in collaboration with the specialist assessor

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- identification of candidates via photographic identification lists provided by the exams officer

Candidates are responsible for:

- checking entries and notifying the exams officer of any errors / issues
- understanding coursework, controlled assessment and non-examined assessments regulations and signing a declaration that authenticates the work as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

7.3.3 Qualifications offered

The qualifications offered at this centre are decided by the Vice Principal (Outcomes).

The types of qualifications offered are GCSE, Vocational (including BTEC, NCFE for example), AS level and A level.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus and Options Booklets for that year, published on the school website. If there is to be a change of specification for the next year, the exams office must be informed by 1 September.

Informing the exams officer of changes to a specification is the responsibility of the Director of Learning.

Decisions on whether a candidate should be entered for a particular subject or accreditation route will be taken by the Director of Learning in consultation with the Vice Principal (Outcomes).

7.3.4 Exam series

Internal (practice) exams and assessments are scheduled in December, February, March and June.

External exams and assessments are scheduled in summer.

Practice exams are held under external exam conditions.

The centre does offer some assessments on an on-demand basis, including BTEC Level 2 externally examined units. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the Vice Principal (Outcomes).

7.3.5 Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams to staff, candidates and parents.

7.3.6 Entries, entry details and late entries

Candidates or parents cannot request a subject entry, change of level or withdrawal.

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

Entry deadlines are circulated to heads of department and directors of learning via email.

Heads of department will provide estimated entry information to the exams officer at the start of each academic year.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the relevant director of learning. Late fees are charged to department budgets.

GCSE re-sits are allowed.

AS re-sits are allowed.

A level re-sits are allowed.

Re-sit decisions will be made by the Director of Learning in consultation with the Vice Principal (Outcomes).

7.3.7 Exam fees

GCSE entry exam fees are paid by the centre.

Vocational course entry fees are paid by the centre.

AS entry exam fees are paid by the centre.

A level entry exam fees are paid by the centre.

Any re-sit of an AS or A level examination/coursework units are paid for by the candidate. In cases of financial hardship, the Sixth Form Bursary Fund may be used to support these costs, should the candidate meet its eligibility criteria.

The exams officer will publish the deadline for entries well in advance for each exams series/qualification.

Late entry or amendment fees are charged to the relevant subject department.

Late resit entries are paid for by the candidate.

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.

7.3.8 Examination Disability Procedures

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 Principal.

All exam centre staff must ensure that the centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. 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.

The centre will meet the requirements of the DDA by implementing the following procedures:

- Ensure that invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- As part of the training process, make sure that invigilators are aware of policies and procedures relating to emergency evacuation and medication, especially where they relate to candidates with a disability
- Ensure that invigilators are aware of alternative means of communication, especially in the exam room, when conveying information to disabled candidates.
- Ensure that information supplied to candidates with a disability, such as JCQ information for candidates, are suitably sized and adapted.
- Make sure that there is seating available outside the examination rooms to enable those with a disability or those candidates who may simply be experiencing extreme stress or anxiety to sit and rest before they enter the examination
- Ensure that there is sufficient space between desks and chairs to enable a candidate (or an invigilator) who uses a wheelchair to enter and leave the room without difficulty
- If you know that a candidate may become unwell during the examination due to the nature of their disability, try to ensure they are sat close to the exits to make them feel more comfortable and to limit any disruption to others within the examination room
- Ensure that the seating is both appropriate and comfortable for those who may have a disability which affects sitting and posture
- Where a candidate has been granted supervised rest breaks, try to ensure that the rest areas are suitably comfortable as well as maintaining the security of the examination
- Where a candidate has been granted the use of a prompter, it is important that the person appointed to act as a prompter is aware of disability etiquette, particularly when touching the candidate's desk as a means of a prompt, or tapping the candidate's arm or shoulder. This will apply to those candidates with autism who may have difficulty with time
- Invigilators and all other centre staff involved in conducting examinations must be aware of the emergency evacuation procedures in place for those candidates with a disability who may need assistance in leaving the building
- When evacuation and emergency procedures are being explained to candidates, attention should be given to those candidates with a disability, for whom such procedures may be different
- Ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Principal and the exams officer.

7.3.9 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/exams.

A candidate's access arrangements requirement is determined by the SENCo and specialist assessor.

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

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 exams officer.

Invigilation for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams officer, with support for access arrangement candidates arranged by the SENCo.

Access arrangements policy can be found in the staff handbook section 7.3a

7.3.10 Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Contingency plans are made available as necessary via email and staff briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations - see appendix A.

7.3.11 Private candidates

The centre does not accept private candidates.

7.3.12 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 in conjunction with HR.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR administration.

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

Invigilators' rates of pay are set by the Principal in liaison with the Governors Personnel Committee.

Invigilators are recruited, timetabled, trained, and briefed by the exams officer.

7.3.13 Malpractice

The head of centre in consultation with the senior leadership team is responsible for investigating suspected malpractice.

7.3.14 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 invigilators.

Facilities team staff are responsible for setting up the allocated rooms, and will be advised of requirements at least one week in advance.

The lead invigilator will start and finish all exams in accordance with JCQ guidelines.

SLT, Examinations Officer and the relevant APM will be present at the start of each exam to assist with identification of candidates. Students can also be identified by photographic ID cards in the Invigilators Information Folder.

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

Exam attendance will be reported to the attendance officer. Attendance officer will contact any absent students. Students will be permitted into the examination within the 1 hour security period.

Spare papers will be distributed to heads of department once all candidates in the centre have completed the exam.

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

7.3.15 Candidates

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

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.

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.

Note: 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.

Clash candidates

The exams officer will be responsible for arranging the supervision of clash candidates, including those who require overnight supervision.

Late Candidates

Late candidates will be permitted into the exam up until 10.00am for morning exams and 2.30pm for afternoon exams.

7.3.16 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 to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 working days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 working days of the last examination in the series.

7.3.17 BTEC-specific procedures

The exams officer has oversight for the administration of all BTEC entries, according to the published deadlines, alongside the claim of unit and certification at the end of each programme. These tasks are undertaken in line with the school's published assessment calendar in liaison with BTEC course leaders and Directors of Learning.

The Quality Nominee is responsible for a final QA check of awarding and certification claims for all BTEC programmes. BTEC certification is administered in line with all other certification during the August results days and is thus subject to all of the same guidelines as below.

For BTEC Level 2 programmes which are constituted of an externally examined unit, the administration and invigilation of the online assessments are carried out by the exams officer. This includes ensuring correct conditions and technical support for the assessments and reporting of outcomes. These assessments are subject to the same conditions as all other internally administered assessments in line with JCQ guidance.

7.3.18 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 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 submitted to the examination boards by the head of department.

It is the duty of each head of department to ensure that internally assessed marks are fed back to students at least 2 weeks prior to the examination board's deadline for submission of marks. Students must be informed that they have the right to appeal centre assessed marks. Any appeals will be dealt with in accordance with the centre's Internal Appeal Procedure 7.3c of the staff handbook.

7.3.19 Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address if not collected on results day
- collected by another person if requested by candidate in writing in advance. Authorised person must bring identification.
- emailed to their password protected school email, if requested in writing in advance

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.

The provision of the necessary staff on results days is the responsibility of the exams officer.

7.3.20 Post Results Services

Enquiries about Results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. 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 the group of candidates.

EARs requested by centre staff will be charged to the relevant department budget.

EARs requested by candidates must be paid for by the candidate before the request is processed.

All decisions on whether to make an application for an EAR will be made by the Vice Principal (Outcomes).

All processing of EARs will be the responsibility of the exams officer.

Access to Scripts (ATS)

After the release of results, candidates may request the return of written exam papers. Before the application is processed candidates must pay the relevant fee.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Fees are charged to the relevant department budget. An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the exams officer.

Candidates are provided with post results information in their examination results envelope. Information is also available on the students/parents examination section of the schools website.

7.3.21 Certificates

Candidates may collect their certificates from main school reception from the 21 November. They must be signed for upon collection.

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 retains certificates indefinitely.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Appendix A Exam Contingency Plan

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Nottingham Emmanuel School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the Joint contingency plan for the examination system in England, Wales and Northern Ireland where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”

Causes of potential disruption to the exam process

Exam officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning

annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered

annual exams plan not produced identifying essential key tasks, key dates and deadlines

sufficient invigilators not recruited and trained

candidates not tested/assessed to identify potential access arrangement requirements

Entries

awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff

candidates not being entered with awarding bodies for external exams/assessment

awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams

exam timetabling, rooming allocation; and invigilation schedules not prepared

candidates not briefed on exam timetables and awarding body information for candidates

exam/assessment materials and candidates' work not stored under required secure conditions

internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

approval for access arrangements not applied for to the awarding body

modified paper requirements not identified in a timely manner to enable ordering to meet external deadline

Exam time

exams/assessments not taken under the conditions prescribed by awarding bodies

required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration

candidates' scripts not dispatched as required to awarding bodies

access arrangement candidate support not arranged for exam rooms

Results and post-results

access to examination results affecting the distribution of results to candidates
the facilitation of the post-results services

Centre actions:

The previous exams officer is still employed by the school in another capacity. In the event of the current exams officer being on extended absence, the previous exams officer would be seconded in to the role for as long as is necessary. His current substantive role would be covered by bought-in supply.

SENCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning

evidence of need and evidence to support normal way of working not collated

Pre-exams

staff providing support to access arrangement candidates not allocated and trained

Centre actions:

In the event of the SENCo being on extended absence, the exams officer is suitably trained to administer all elements of access arrangements. Additional administrative staffing time would be allocated to be at the disposal of the exams officer in this case from the wider administration team.

Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received

Final entry information not provided to the exams officer on time; resulting in:

candidates not being entered for exams/assessments or being entered late

late or other penalty fees being charged by awarding bodies

Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

Subject leaders are responsible for providing exams entry information to the exams officer. In the absence of the subject leader, the responsibility lies with their immediate line manager, the learning community's DLC.

Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions:

New invigilators are recruited each year to ensure that the pool of available invigilators remains greater than need. In the event of unexpected absence, support staff (academic mentors) will be taken off their normal duties to provide support and numbers to the team of invigilators.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

Main exam venues unavailable due to an expected incident at exam time

Centre actions:

Classroom space will be made available in the event of an exam space not being available due to an unexpected incident. Larger spaces can be made available at the neighbouring Beckett School in an emergency situation.

Failure of IT systems

Criteria for implementation of the plan

MIS system failure at final entry deadline

MIS system failure during exams preparation

MIS system failure at results release time

Centre actions:

We submit the bulk of entries before the deadline. If exam boards have been notified in advance of the deadline of an MIS system failure and evidence of such is provided, it would be acceptable to submit an EDI file a day or two late.

In the event of a systems failure during preparation, the exams officer would manually do the preparation in Excel.

If the MIS system were to fail at results release time, results would be downloaded direct from the exam board websites off-site and manually brought in to school

*Disruption of teaching time – centre closed for an extended period

*Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre actions:

Arrangements would be made to send teachers to the neighbouring Beckett School and for exam classes to be relocated there.

*Centre unable to open as normal during the exams period

*Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations

*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

Candidates would take their exams at the neighbouring Beckett School.

*Candidates unable to take examinations because of a crisis – centre remains open

*Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

Invigilators would be sent to supervise student taking exams at an alternative location such as their home or hospital.

*Disruption to the transportation of completed examination scripts

*Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts

Centre actions:

Exam scripts are held in a secure safe in the exams cupboard awaiting collection

*Assessment evidence is not available to be marked

*Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

JCQ Form 15 would be completed for lost or damaged centre assessed work. The relevant examination board would be informed in writing if an examination script had been lost or damaged.

*Centre unable to distribute results as normal

*Criteria for implementation of the plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

Results would be downloaded off site from the exam board websites. Results distribution to take place at neighbouring Becket school. Post results services processed offsite via exam board websites.

*information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland