

Psalm 6: Verses 5-6
Yes, my soul, find rest in God;
My hope comes from him.
Truly he is my rock and my salvation;
He is my fortress, I will not be shaken.



Examinations Policy

Author:	Principal
Date adopted by Governors/Academy:	July 2009
Date of last review/amendment:	September 2017
Date of next review	September 2020

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Contents

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details, late entries and retakes
5. Exam fees
6. The Disability Discrimination Act (DDA), special needs and access arrangements
7. Estimated grades
8. Managing invigilators and exam days
9. Candidates, clash candidates and special consideration
10. Coursework and appeals against internal assessments
11. Results, enquiries about results (EARs) and access to scripts (ATS)
12. Certificates
13. Controlled Assessment
14. Arrangements for Internal Appeals, Internal Assessment Appeals and Enquiries about Results

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Introduction

Our Academy Vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

At All Saints Academy, our vision is “Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. The value of dignity is particularly relevant when we consider the needs of all students and ensure barriers to securing excellent examination results are removed and that examinations are inclusive and accessible to all.

Students can have many barriers from Special Educational Needs through to those who are disadvantaged. We aim to create and maintain awareness within the Academy of the needs of all students so all members of the Academy staff share the responsibilities.

The purpose of this Exams Policy is:

- to ensure the planning and management of exams is conducted efficiently, legally and in the best interest of candidates to ensure all students can hope to fulfil their potential and flourish.
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff ensures a calm, disciplined and dignified approach to examination procedure.

It is the responsibility of everyone involved in the Centre’s exams processes to read, understand and implement this policy. It is also the responsibility of all middle leaders to ensure that students within their jurisdiction have faith in the knowledge that their teachers will ensure they can fairly access the examinations.

The policy applies to all examinations within the Academy, including GCSEs, A Levels and externally assessed BTEC exams.

1. Exam responsibilities

Head of Centre / Principal:

Overall responsibility for the Academy as an Exam Centre and:

Psalm 6: Verses 5-6

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- advises on appeals and re-marks reviews
- is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Manager:

Manages the administration of public and internal exams and analysis of exam results:

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors 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 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
- Makes applications for special consideration, in discussion with SENDCo, using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations* to ensure students with barriers are supported in a dignified manner to ensure they achieve their maximum potential.
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the Exams Invigilators, organising 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 Leadership Team, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Ensures all results are available to candidates on Results Day and any anomalies are dealt with swiftly

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- To advise the Leadership Team and Curriculum Leaders on developments within course specifications

Curriculum Leaders:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Manager.
- To advise on retakes for candidates
- To ensure team members are fully aware of access arrangements within their subject and that these are applied regularly to in-class assessments where possible.
- To ensure that courses students are enrolling for are accredited for the year of entry and liaise with exams manager if changes are occurring in a timely manner.

Teachers:

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Curriculum Leaders

SENDCo

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Sensitive Provision of additional support which avoids embarrassment and ensures students feel comfortable with the level of support they are receiving— 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.

Lead invigilator/invigilators:

- 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 their return to the Exams Office.
- Posting of exam papers

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Candidates:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Administrative staff

- Support for the input of data.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Leadership Team and Curriculum Leaders.

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 Exams Manager must be informed by the end of September each year.

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in November, February and April for Year 11, 12 and 13 students only.

External exams are scheduled in May to June and in January for BTECs.

Internal exams are held under external exam conditions and any students provided Access Arrangements during internal examinations will be required to make full use of the provisions provided. Students will be encouraged to use the additional support as they become used to hoping to fulfil their absolute potential.

Which exam series are used in the Centre is decided by the Head of Centre and this is devolved to the curriculum Leaders for mock exam purposes.

3.2 Timetables

The Exams Manager will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Psalm 6: Verses 5-6

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Candidates are selected for their exam entries by the Curriculum Leaders and in consultation with the Head of Centre.

Candidates, or parents, may request a subject entry, change of level or withdrawal but they will be expected to cover any costs incurred.

The Centre does accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to Curriculum Leaders via email.

Late entries are authorised by Curriculum Leaders and in consultation with the Head of Centre. The cost of these is taken from the relevant Curriculum Area budget.

4.3 Retakes

Retake decisions will be made in consultation with the Head of Centre and the Curriculum Leaders. Candidates will generally be expected to cover these costs.

(See also section 5: Exam fees)

5. Exam fees

GCSE initial registration and initial entry exam fees are paid by the Centre.

AS initial registration and initial entry exam fees are paid by the Centre.

A2 initial registration and initial entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Curriculum Areas.

Neither candidates nor Curriculum Areas will 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 exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Psalm 6: Verses 5-6

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Retake fees for first and any subsequent retakes are paid by the candidates.
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result before that enquiry is sent off, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENDCo.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCo and wherever possible these arrangements should become part of normal in-class assessment and agreed by the exams manager.

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

Rooming for access arrangement candidates will be arranged by the SENDCo with the Exams Manager.

Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Exams Manager.

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7. Estimated grades

The Curriculum Leaders will submit estimated grades to the Exams Manager when requested by the Exams Manager.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for internal and external exams.

The recruitment of invigilators is the responsibility of the Exams Manager.

Securing the necessary Disclosure & Barring Service clearance for new invigilators is the responsibility of the Centre administration.

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

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators' rates of pay are set by the Centre administration.

8.2 Exam days

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Premises Team is responsible for setting up the allocated rooms.

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

Staff, other than Head of Centre, are not permitted to enter the Exam room once students have entered. Only the Head of Centre or Exam staff may enter the venue of a Public exam. Staff maybe present outside of the venue

In practical exams subject teachers may be on hand in case of any technical difficulties.

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 Curriculum Leaders 24 hours following the exam.

9. Candidates, clash candidates and special consideration

9.1 Candidates

Psalm 6: Verses 5-6

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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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an Invigilator must accompany them.

SLT or other senior associate staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Late Candidates have 30 minutes to enter and exam once commenced, Failure to meet the deadline will result in a refusal to enter the exam.

9.2 Clash candidates

The Exams Manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

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

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.

Curriculum Leaders will ensure all coursework is ready for despatch at the correct time and the Exams Manager will keep a record of what has been sent

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when and to whom. Late Coursework is logged in the Moderator's report.

Marks for all internally assessed work are provided to the Exams Manager by the Curriculum Leaders.

10.2 Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Head of Centre's findings will be notified in writing, copied to the Exams Manager and recorded for awarding body inspection.

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

11.1 Results

Candidates will receive individual results slips on Results Days in person at the Centre. Results will not be posted home. If a student cannot collect their results in person they may be collected by a family member as long as they have a signed letter of permission to do so and are able to identify themselves. Results must be signed for.

Arrangements for the Academy to be open on Results Days are made by the Exams Manager and the Head of Centre.

The provision of staff on results days is the responsibility of the Exams Manager.

The Centre aggregates at the end of Year 13 for AS grades, not at the end of Year 12, unless a student is not continuing into Year 13.

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11.2 EARs

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Signed from consent from a candidate is required.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. Fees are set by Awarding bodies and are provided to each candidate on result days.

(See section 5: Exam fees)

11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark, now called review not re-mark, at the Centre's expense.

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

GCSE re-marks /reviews cannot be applied for once a script has been returned.

It should be noted that reviews can result in Grades going down as well as going up.

12. Certificates

Certificates are collected in person and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so by presenting a letter of authority from the candidate when collecting the certificates.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The Centre retains certificates for one year. Uncollected Certificates will be securely destroyed if not collected within 12 months of release

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Head of Centre: Liz Furber, Principal

Exams Manager: Keri Kropelnicki

If there are any remaining controlled assessments then the following responsibilities will stand:

Senior Leadership Team

- Accountable for the safe and secure conduct of Controlled Assessments.
- Ensure Assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Coordinate with Curriculum Leaders to schedule Controlled Assessments.
- Create, publish and update an internal appeals policy for Controlled Assessments.

Curriculum Leaders

- Decide on the awarding body and the specification for a particular GCSE.
- Ensure that at least 40% of the overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to Controlled Assessment, the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting Controlled Assessments, including any subject-specific instructions, teachers' notes or additional information on awarding body's website.
- Supply to the Exams Manager details of all unit codes for Controlled Assessments.
- Arrange dates and venues for Controlled Assessments and notify the Exams Manager to enable them to arrange invigilation where necessary.

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- Obtain confidential material/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Ensure that supervision of assessments is carried out at the specified level of control and only allowing assistance to students as the specification allows.
- Ensure that students and teachers sign authentication forms on completion of the assessment.
- Internally assessed components are to be marked using the mark schemes provided by the awarding body. Submit marks through the Exams Manager to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions.
- Retain candidates' work securely until the closing date for enquiries about results. In the event of an enquiry being submitted the candidate's work should be securely retained until the outcome of the enquiry has been conveyed to the Centre.
- Ask the appropriate Special Educational Needs Coordinator for any assistance required for the administration and management of access arrangements.

Exams Office Staff

- Enter students for individual units, whether assessed by Controlled Assessment, external exam or on screen test, before the deadline for final entries.
- Enter students' cash in codes for the terminal exam series
- To store and transfer any confidential material received directly by the Exams Office.
- Distribute mark sheets to teaching staff and return to awarding bodies before deadlines.
- Liaise with Special Educational Needs Coordinator to ensure access arrangements have been applied for.
- Arrange invigilation of assessments when required.

14. Arrangements for Internal Appeals, Internal Assessment Appeals and Enquiries about Results

Internal Assessments are managed and conducted by staff who have received the appropriate training.

Controlled Assessments completed by the Candidates are authenticated according to the rules laid down by the JCQ and the Awarding Body for the Subject concerned.

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The consistency of completing and marking the Controlled Assessments will be maintained by the Curriculum Leaders doing Internal Moderation and Standardisation.

All Student Assessments being moderated by the Centre Staff for external moderation will be done fairly, consistently and in accordance with the rules and regulations laid down in the Awarding Body's specification.

Student Appeals

If a Student has any concerns about the procedures used in assessing their Controlled Assessments for Public Exams or concerns relating to qualification portfolios, they should, in the first instance, discuss the matter with the Curriculum Leader for that subject. Following that, should the matter remain unresolved, then the Written Appeals Procedure may be used.

Written Appeals Procedure

The Parent or Guardian of a Student wishing to appeal against any procedure used in Controlled Assessments or Portfolios should write to the Principal as soon as the matter arises. Deadline for the receipt of any Appeals application is ten days prior to the date the Assessments / Portfolios are due at the Awarding Body for external moderation.

The Assistant Principal Outcomes and a member of the Governing Body will conduct the Appeal within 10 days of receipt of the written appeal. This enquiry will consider whether the procedures used to moderate the Assessments conform to the rules and regulations laid down by the JCQ and the Awarding Body and the enquiry may necessitate a formal meeting with the Student and Parent or Guardian.

The outcome of the Appeal will be reported, in writing, to the Parent or Guardian of the Student, along with any relevant correspondence received from the Awarding Body within 10 days.

The Principal will be advised of the outcome of the Appeal. A written record of the Appeal and the outcome will be kept on the Student's file for three years and the Awarding Body will be informed of any amendments.

Note: Appeals may be made regarding the procedures used in Public Exams, Controlled Assessments and Portfolios, but not the actual marks/ grades submitted by the Academy for Moderation by the Awarding Body.

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Monitoring, Evaluation and Review

The Governing Body has delegated to the Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be reviewed annually by the Head of Centre, Exams Manager and Governors. The policy will be promoted and published throughout the Academy.

Related Academy Policies

- BTEC Policy
- Disability – Students Policy