



# CONNAH'S QUAY HIGH SCHOOL

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## Exams Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed biannually.

Policy Title	Exams policy
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SLT Lead	Gavin Browning

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The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Exam Officer and Senior Leadership Team

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

## Exam responsibilities

### The head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.

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

- manages the administration of internal exams and/or external exams
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries

- maintains systems and processes to support the timely entry of candidates for their exams
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration
- 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 exam invigilators responsible for the conduct of exams
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- tracks, dispatches, and stores returned coursework / controlled assessments
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

**Heads of department are responsible for:**

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- thorough checking of the accuracy of completed entry mark sheets before signing and returning them to the exam officer
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets
- decisions on post-results procedures

**Teachers** are responsible for:

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

The **additional needs coordinator (ANCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and making online applications for access arrangements
- Relaying access arrangement information to the exams officer in good time so that they are able to ensure access arrangements are correctly administered
- working with the exams officer to provide the access arrangements required by candidates in exams rooms

**Invigilators** are responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations
- collection of exam papers and other material from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and ensuring their safe dispatch to reception for posting or to the exam officer to store securely until posting

**Candidates** are responsible for:

- confirmation and signing of entries

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

### **Qualifications offered**

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

The types of qualifications offered are GCSE, Level 1/2 Vocational, Entry Level, Princes Trust, and LIBF.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1<sup>st</sup> September.

Informing the Exam Officer of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the SLT member with overview of exams in consultation with Curriculum Leader and Headteacher.

### **Exam series**

Internal exams (mock or trial exams) and assessments are scheduled throughout the year according to our school calendar.

External exams and assessments are scheduled in November, January, March and Summer Exam Series.

Internal exams are held under external exam conditions.

The Senior Leadership Team decides which exam series are used in the centre.

The centre does not offer some assessments on an on-demand basis.

### **Exam timetables**

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

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

Candidates or parents/carers can request a subject entry, change of level or withdrawal before the Awarding Body amendment deadline.

The centre accepts entries from private candidates.

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

Entry deadlines are circulated to heads of department/curriculum via email, noticeboard, briefing meetings and pigeon hole.

Heads of department/curriculum will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Head of Department.

GCSE re-sits/retakes are allowed for early entry candidates.

Principal Learning re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by Head of Department in consultation with Subject Teachers.

### **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 action well in advance for each exams series.

Entry Level exam fees are paid by the centre.

GCSE entry exam fees are paid by the centre.

Welsh Baccalaurate entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department.

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.

Re-sit fees are paid by the centre, unless the candidate is requesting to resit, in which case they will be billed for the cost of the entry.

### **Equality Legislation**

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Senior Leadership Team.

### **Access arrangements**

The ANCo 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 ANCo.

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

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

Rooming for access arrangement candidates will be arranged by the Exam Officer.

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

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Senior Leadership Team Link in consultation with the Exam Officer.

In accordance with the JCQ regulations the school has adopted a Contingency Plan Policy.

### **Private candidates.**

Managing private candidates is the responsibility of the Exam Officer

### **Estimated grades**

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

### **Managing invigilators**

External staff will be used to invigilate examinations.

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

Recruitment of invigilators is the responsibility of the Exam Officer and Flintshire County Council Employment Services.

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

Invigilators rates of pay are set by the Senior Leadership Team and Governors.

Invigilators are recruited, timetabled, trained, supervised and regularly briefed and updated by the Exam Officer.

## Malpractice

The head of centre in consultation with Exams Officer is responsible for investigating suspected malpractice. This is always undertaken according to JCQ regulations.

### Arrangements for handling secure electronic materials:

Electronic question paper materials must only be handled by members of staff authorised to do so by SLT leader with overview of exams.

The SLT leader with overview of exams must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials. Other members of centre staff may assist with printing and collation provided they are under supervision.

### Secure account management

Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by SLT leader with overview of exams and checks must be conducted to ensure all authorised individuals in the group still require access.

Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.

By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.

Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.

Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.

Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.  
Accessing and printing secure files

The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.

The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.

The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder. Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder. Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.

### **Arrangements for handling secure electronic materials**

Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time.

### **Reporting to an awarding body**

Report any deviation from these instructions to the awarding body using JCQ Form M2.

Report any concerns of a potential breach of security to the awarding body immediately  
**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.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements two weeks in advance.

The Exam Officer/Invigilator will start and finish all exams in accordance with JCQ guidelines.

Senior members of staff who have **NOT** taught the subject being examined may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

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 and no later than 48 hours after candidates have completed it.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Invigilators and Reception Staff.

### **Candidates**

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

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

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an 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.

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 as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **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 seven days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

### **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 not assist by keeping a record of each dispatch, including the recipient details and the date and time sent unless a specific request to do so is made by the relevant Head of Department.

Marks for all internally assessed work are provided to the Exams Officer by the Head of Department. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

All internal assessment will be carried out as per the JCQ regulations and the centre's Controlled Assessment/Coursework Policy.

### **Results**

Candidates will receive individual result slips on results days in person or via In Touch (upon request).

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 Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Senior Leadership Team.

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

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.

The cost of all centre approved EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the Head Teacher.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document. The candidate will also then have the opportunity to fund the EAR request themselves.

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

### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 days of the receipt of results.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of ATS will be paid by the centre, or candidate where appropriate. Processing of requests for ATS will be the responsibility of Exams Officer.

### **Certificates**

Candidates will receive their certificates

- in person at the centre
- collected and signed for

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 must retain certificates for 1 year, after which they can be returned to the awarding body.

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.

Head of centre Exams officer

.....Mr James Forber ..... Ms Clare Barley.....

Date 13/07/23.