



# Ringwood School

## Exam Policy

<b>Policy Name</b>	Exam Policy
<b>Status</b>	FINAL
<b>Date</b>	March 2024
<b>Author</b>	Assistant Headteacher – Data and Outcomes
<b>Created on</b>	March 2024
<b>Statutory, regulatory and/or contractual considerations</b>	Requirement of Exam Boards
<b>Authorised By</b>	Headteacher
<b>Review Date</b>	November 2024
<b>Strategic Objective</b>	To ensure that the planning and management of the assessments and exams are conducted efficiently and in the best interests of the students

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 Equality Act 2010, special needs and access arrangements
7. Quality Assurance Procedure
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

Ringwood School is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, 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 according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

### **1. Exam responsibilities**

#### Head of centre

Overall responsibility for the school as an exam centre:

- The head of centre is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this policy. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

#### Assistant Headteacher – Learning Outcomes and Data

Manages the processing and analysis of exam results:

- Works alongside the Exams officer in delegated responsibilities from the Head of Centre

#### Exams officer

Is appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

- Manages the administration of public and internal exams:

Parsonage Barn Lane Ringwood Hampshire BH24 1SE T: 01425 475000

E: [reception@ringwood.hants.sch.uk](mailto:reception@ringwood.hants.sch.uk) [www.ringwood.hants.sch.uk](http://www.ringwood.hants.sch.uk)

Registered in England and Wales Registration Number: 7552519

- Supports with arrangements for external exam board officers to visit for quality assurance/ moderation
- 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.
- 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 to exam boards
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications alongside SENCO for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance* relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks and non examined assessments (NEA), tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- produces annual exam directory and external validation of courses followed at key stage 4 / post-16.

### Subject Leader

Oversees the delivery of subject

- Guides on academic and pastoral overview of candidates who are unsure about exam entries or amendments to entries, involving subject, subject level and tier of entry
- Approve requests for post-results procedures, where relevant.
- Responsible for timely and accurate completion of centre/coursework/controlled assessment mark sheets and declaration sheets.
- Is responsible for the accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### SENCO

Assessment of candidates for access arrangements

- Identifies and ensures timely testing of candidates' requirements for access arrangements and ensuring this is common practice in the classroom as upheld by the JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration*

- **Administers access arrangements and makes applications alongside Exams Officer for special consideration** using the *JCQ Access arrangements and special considerations regulations* and *Guidance* relating to candidates who are eligible for adjustments in examinations.
- Communicates the access arrangements to staff, via “normal way of working”

## **2. Statutory test and qualifications offered**

The statutory tests and qualifications offered at this Centre are decided by the head teacher, deputy heads, head of curriculum and subject leaders.

The subjects offered for these qualifications in any academic year may be found in the current prospectus. If there has been a change of syllabus from the previous year, the exams office must be informed by the end of the previous academic year and the exams directory updated.

### *At key stage 4*

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body to meet their own personal learning objectives to prepare them properly for the next steps in their education, training or employment.

### *At post-16*

A Level exams will be completed by the end of the 2yr period of study and certificated.

## **3. Exam Timetables**

### **3.1 Exam seasons**

Year 11 will have a schedule of internal exam during the Autumn and Spring terms. All internal exams are held under external exam conditions.

Written papers for general and vocational qualifications for years 10, 11, 12 and 13 are scheduled in either the January or Summer exam series. Orals and practical assessments are held prior to the written papers in the Spring and Summer terms.

### **3.2 Timetables**

Timetables will be posted on the schools exam notice board and school website once confirmed by the awarding bodies.

The exams officer will circulate personalised exam timetables electronically and in hard copy format for external exams and electronically only for internal exams.

#### **4. Entries, entry details, late entries and retakes**

##### **4.1 Entries**

Candidates are selected for their exam entries and tier where appropriate by the subject teacher and subject leaders.

A candidate or parent/carer may discuss a subject entry, change of level or withdrawal. Any amendment to an entry must be logged in writing to the exams officer

Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series.

##### **4.2 Late entries**

Entry deadlines are circulated to Subject Leaders via the school calendar, email and the "Daily".

Late entries are authorised by the headteacher / senior leader with responsibility for exams

##### **4.3 Retakes**

Post 16 students have the opportunity to retake GCSE English and or Maths in the November or June exam series.

Retake decisions will be made in consultation with the candidates, subject teachers, subject leaders, head of Sixth form parent/carer and the exams officer.

(See also section 5: Exam fees)

#### **5. Exam Fees**

Initial registration and entry exam fees for all external qualifications are paid by the centre.

Late entry or amendment fees are paid by the departments or candidate where appropriate.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements other than for medical reasons.

This fees reimbursement policy is clearly stated in writing to candidates and parents/carers on all exam entry / registration confirmation letters, for all exam series.

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 (EAR), when the candidate wishes to pursue a post-results service. Where the Centre wishes to query a result, the Centre will

pay the fee and seek the necessary authority from the candidate.  
(See also section 11.2: Enquiries about results [EARs])

## **6. The Equality Act 2010, special needs and access arrangements**

### **6.1 Definition of disability**

The Equality Act 2010 extends the application of the EA 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 SENCO.

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

### **6.3 Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

## **7. Quality assurance procedure**

The guiding aim of the Centre is to prepare students with the provision of relevant and flexible quality training programmes and assessment to suit their needs and next steps. Monitoring takes place throughout the year.

Internal verification is carried out with in the centre ref: NEA Policy

JCQ and information from the awarding bodies is disseminated to all members of staff involved in assessing

- **8. Managing invigilators and exam days**

### **8.1 Managing invigilators**

External invigilators and support staff will be used for exam supervision.

The recruitment and training of invigilators is the responsibility of the exams officer. All new invigilators will be trained using the JCQ regulations and an annual update will be provided for all invigilators.

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

Invigilators are timetabled and briefed by the exams officer.

## **8.2 Exam days**

The exams officer will book all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

Invigilators will start all exams in accordance with JCQ guidelines.

Senior members of staff will be present at the start of the exam to assist with identification of candidates and to ensure good behaviour but must not advise on which questions are to be attempted.

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

Papers will be distributed to subject leaders at the end of the day's exam session.

## **8.3 Security**

Paper will be checked and a log of the check kept.

Question papers and pre-release materials will always be stored in the secure storage facility as per JCQ requirements.

Access to the Secure Room is only by Key Holders or by approved members of staff accompanied by a key holder.

## **8.4 Handling secure electronic materials**

Electronic question papers must only be handled by an approved person to do so.

The file must be stored locally for printing and then deleted once printing has happened.

## **8.5 Rooming**

A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty - see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments 1 September 2023 to 31 August 2024:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>



## **9. Candidates, clash candidates and special consideration**

### **9.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and follow JCQ guidelines.

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 a member of staff must accompany them.

The exams officer will ensure any attempt is made to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **9.2 Clash candidates**

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

### **9.3 Special consideration**

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course and when performance in the examination or in the production of controlled assessment/coursework is materially affected by adverse circumstances beyond their control such as temporary illness, bereavement or domestic crisis. It is the candidate's responsibility to alert the exams officer if they would like the school to apply for special consideration as soon as possible. The school will then use the JCQ document A Guide to Special Consideration to determine if an application will be made.

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, head of year, parent/carer.

The exams officer will then make the appropriate application on behalf of the student to the relevant awarding body after the last paper in each subject affected of the exam series and before the deadline

### **9.4 Identifying Candidates**

Invigilators must establish the identity of all candidates sitting examinations.

All students have ID cards / lanyards on desks to facilitate the identification of candidates.

Senior members of centre staff will be present at the start of the examination to assist with the identification of candidates.

When identifying candidates, the attendance register should ideally be completed

## **10. Controlled Assessment and appeals against internal assessments**

### **10.1 Controlled Assessment**

Candidates who have to prepare portfolios/controlled assessment should do so by the deadline set by the Subject Leaders

Subject Leaders will ensure all work is ready for despatch at the correct time and the exams officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the exams office by the Subject Leaders.

Teaching staff will retain candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies.. Work is then returned to candidates or disposed of according to the requirements

### **10.2 Appeals against internal assessments procedure**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

### **11.Results, reviews of results (ROR) and access to scripts (ATS)**

The exam office will produce a schedule of deadlines by which all EAR and ATS applications must be made in accordance with JCQ deadlines.

#### **11.1 Results**

Exam results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

Candidates are informed in advance when and how the results will be released to them for each exam series

Candidates will receive individual results slips on results days in person at the centre. Senior Leaders and the Exams Officer will be on site

Exam reports provided by the awarding bodies are made available to staff on results days

#### **11.2 ROR**

RORs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidate consent must be obtained before a request is submitted

When the centre does not uphold a ROR a candidate may follow the process outlined in the separate 'Appeals' policy.

Candidates, parents and carers and staff are informed of the internal deadlines for ROR requests to ensure the external deadlines are met

### **11.3**

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

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

## **12. Certificate Issue Procedure**

Certificates are collected and signed for. A record of receipt is retained

Certificates may be collected on behalf of a candidate by a third party, if the candidate has provided written or e-mail permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

The centre retains certificates for a minimum period of one year from the date of issue

Unclaimed certificates will be confidentially destroyed