

THE MAELOR SCHOOL

Exam Policy

and

Contingency Plan

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The policy is next due for review on 17/11/2023

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The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- to ensure a consistent and effective response in the event of major disruption to the examination system.

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

This exam policy will be reviewed every 3 years.

This exam policy will be reviewed by The Maelor School Scrutiny Committee.

1. Exam Responsibilities

Head of Centre

Has the overall responsibility for the school as an exam centre, and must be familiar with the contents of JCQ's annually updated publications, in particular:

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

The head of centre ensures

- an Exams Officer is appointed (Head of Centre may not appoint themselves as Exams Officer).
- the Exam officer attends relevant awarding body training events, providing the latest updates on exam processes and procedures.
- the security arrangements within the centre are managed to meet the JCQ Regulations and requirements.
- they hold responsibility for reporting all suspicions or actual incidents of malpractice.
- they advise on appeals and re-marks.

Exams Officer (EO)

Manages the administration of public and internal examinations and assessments.

The EO must: be familiar with the contents of JCQ's annually updated publications, in particular:

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

The EO:

- updates and maintains the Exam Entries / Exam Day Contingency Plan annually in case of emergency
- consults with the senior leadership team, subject and class tutors and other relevant support staff annually on qualifications delivered, updated awarding body information, entry procedures and key dates as set by the JCQ & various awarding bodies
- collates and confirms data on estimated entries with awarding bodies
- 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
- maintains systems and processes to support the timely entry of candidates for their exams
- identifies and manages exam timetable clashes
- consults with teaching staff to ensure that necessary coursework / non-exam assessments are completed on time and in accordance with JCQ guidelines
- tracks despatch of coursework / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- receives, checks and stores securely all exam papers and completed scripts
- works closely with the ALNCO in enabling access arrangements

- organises the logistics of the examination days, rooms, invigilation, appropriate environment.
- line manages invigilators, organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SLT showing results achieved in each examination season
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/ re-mark requests
- accounts for income and expenditures relating to all exam costs/charges

Senior Leadership Team

- organisation of teaching and learning
- external validation of courses followed at key stage 4 / post-16
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must always be directed to the ALNCo.

Heads of Department

- provides EO with details of qualifications delivered, unit codes, cashin codes, exam series to be used.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures in accordance with deadlines
- accurate electronic input of coursework / non-exam assessments marks
- ensuring coursework / non-exam assessments and declaration sheets are available for moderation
- ensuring coursework / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must always be directed to the ALNCo

Teachers

- notification of candidates with possible need for access arrangements to ALNCo (as soon as possible after the start of the course)
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- submission of coursework / non-exam assessment marks to HoD / AB secure website by the deadline
- Centre staff MUST NOT offer any access arrangements to candidates, any concerns must always be directed to the ALNCo

ALNCO

- administration of access arrangements, including making applications and preparing / storing evidence for inspection purposes.
- identification and testing of candidates' requirements for access arrangements according to regulations in JCQ Access Arrangements and Reasonable Adjustments.

- provision of additional support — 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.

Invigilators

- must attend a training/update session annually to keep informed of JCQ ICE rules and regulations.
- Must sign a declaration sheet stating whether they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.
- collection of exam papers and other material from the exams office before the start of the exam
- give all their attention to conducting the examination according to the JCE ICE regulations
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- ensuring all secure documents are returned to the exams officer after the exam.

Candidates

- confirmation and signing of entries
- understanding coursework / non-exam assessment regulations and signing a declaration that authenticates the work as their own
- understanding exam regulations.

Administrative staff

- support for the input of data
- posting of exam papers
- assisting with emergency evacuation of exam rooms.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the head of centre.

The statutory tests offered are as below;

Name of Test	Year Group
National Literacy and Numeracy Tests	7-9

The Qualifications offered are: GCSE/ AS/ A Level/ BTEC/ Vocational

Name of Test	Year Group
GCSE	10 and 11
BTEC	11-13
AS and A Levels	12 and 13
Vocational	9-13

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 office must be informed by the start of the academic year (September).

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during year 12.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled in: September (year 12/13 early hurdles), December (year 11 GCSE mock exams), January (year 12/13 mock exams), March (year 10 mock exams).

External exams are scheduled in November, January and June.

All internal exams are held under external exam conditions.

The head of centre will make the decision on which external examinations series are to be used based on entry availability and demand.

3.2 Timetables

The exams officer 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

Candidates are selected for their exam entries by the director of sixth form and head of centre.

A candidate or parent/carer can request a subject entry, change of level or withdrawal by the relevant deadlines, this will then need to be agreed by the director of sixth form/ head of centre before passing on to the exams officer to facilitate.

The centre does on occasion accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by the director of sixth form and the head of centre.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, director of sixth form, exams officer, head of centre, deputy head, heads of department, heads of subject, heads of faculty and the heads of curriculum.

5. Exam Fees

GCSE entry exam fees are paid by the centre.

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

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

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 / non-exam assessments requirements.

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

Retake fees for first and any subsequent retakes are paid by the candidates.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

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

6. The Equality Act, Additional Learning Needs and Access Arrangements

6.1 The Equality Act (EA)

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 Additional Learning Needs

A candidate's additional learning needs requirements are determined by the ALNCO, consultant/specialist, pastoral teacher and the educational psychologist / specialist teacher.

The ALNCO will inform subject teachers of candidates with additional learning needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam. These arrangements must be their normal way of working, day to day.

6.3 Access Arrangements

It is the responsibility of the ALNCO to;

- a. make specific arrangements for candidates to take the exams
- b. make applications to awarding bodies to allow candidates Access Arrangements in exams
- c. have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

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

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

Centre staff **MUST NOT** offer any arrangements to candidates, any concerns must always be directed to the ALNCo

7. Managing Invigilators and Exam Days

7.1 Managing Invigilators

External invigilators will be used for exam supervision. They will be used for external exams/ internal exams/ statutory tests.

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

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

All invigilators will be required to complete a declaration, indicating whether they have invigilated previously and whether they have been involved in any maladministration / malpractice.

Invigilators are timetabled and briefed by the exams office.
Invigilators' rates of pay are set by Finance.

7.2 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 invigilator.

Site caretakers are responsible for setting up the allocated rooms based on seating plans issued by the exams officer.

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

Subject staff are not permitted inside the examination rooms.

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. All papers/ secure documents must be returned to the exams officer.

Papers will be distributed to heads of department at the end of the exam session by the exams officer only.

8. Candidates, Clash Candidates and Special Consideration

8.1 Candidates

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

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.

Any candidate leaving the room temporarily must be accompanied by a member of centre staff.

The exams officer/ pupil guidance manager/ head of year 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.

8.2 Clash Candidates

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

8.3 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.

It may be relevant for a special consideration claim to be supported by appropriate evidence (for example a letter from the candidate's doctor). All claims will be made electronically (where possible – paper based otherwise) by the Exams Officer within seven days of the exam.

9. Coursework / Non-Exam Assessment and Appeals against Internal Assessments

9.1 Coursework / Non-Exam Assessments

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

Heads of department will ensure all coursework / non-exam assessments are ready for despatch/ ready for upload, 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 coursework/ non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers/ heads of department. Where electronic input of marks is not available then teachers / heads of department should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

9.2 Appeals against Internal Assessments

Centres must inform candidates of their centre assessed marks/ grades as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body.

The centre is obliged to publish a separate procedure on this subject and it must be available for inspection purposes.

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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing to the head of centre 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 officer and recorded for awarding body inspection.

10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

10.1 Results

Candidates will receive individual results slips on results days in person at the centre/ by HWB email and by post to their home addresses if candidates have provided a SAE.

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

10.2 EARs (Enquiries about Results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. In all cases candidate consent forms MUST be completed

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.

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

10.3 ATS (Access to Scripts)

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 officer, teaching staff and head of centre will investigate the

feasibility of asking for a review of marking 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 review of marking cannot be applied for once an original script has been returned.

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

11. Certificates

Certificates are presented in person and collected and signed for.

Certificates may not be collected on behalf of a candidate by a third party unless documentation has been received authorising this from the candidate

Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

12. Exam Contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

a. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will

- Refer to the Exam Series File and Exam Day Contingency Plan as maintained by EO and is located in the EO Office.
- Consult with ABs when necessary
- Contact Centre Support Officer – Annie Allitt: 07464 543621

b. Additional Learning Needs Coordinator (ALNCO) absent for prolonged period of time

In the event of the ALNCo being absent for a prolonged period of time, candidates requiring access arrangements may not be assessed and their applications not processed.

To ensure candidates are in receipt of all access arrangements, centre will

- Ensure the EO and ALNCo have worked together over the year.
- Recruit a specialist assessor/ Assistant ALNCo if required.
- EO to assist in applications online.

c. Disruption of teaching time – centre is closed for an extended period

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series and/or will have plans in place to facilitate alternative methods of learning.

d. Learners unable to take examinations because of a crisis -centres remain open

- a. In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- b. Centre will offer candidates an opportunity to sit any examinations missed at the next available series.
- c. Centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

e. Centre unable to open as normal during the examination period

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- a. centre will open for examinations and examination candidates only, if possible.
- b. centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings, if possible).
- c. centres will offer candidates an opportunity to sit any examinations missed at the next available series.
- d. centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

f. Disruption to the transportation of completed examination scripts

- a. If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- b. centre will ensure secure storage of completed examination scripts until collection.

g. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services:

- a. centre will contact awarding organisations about alternative options.
- b. centre will make arrangements to send out all results via HWB email and/ or make arrangements to access results at an alternative site.