



Bristol Hospital Education Service

Exam Policy

2017/18

EXAMS POLICY

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 which will be reviewed every year by the Head of Centre, Exams Officer & Senior Leadership Team.

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

Exam responsibilities

The Head of Centre is responsible for:

- Overall responsibility for the school as an exam centre and advises on appeals and reviews of marking.
- Reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Being familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2017-2018>
 - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/acce>
 - <http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2017-18>
 - <https://www.jcq.org.uk/exams-office/controlled-assessments/instructions-for-conducting-controlled-assessments-2017-18>

Exams Officer is responsible for:

- Managing the administration of internal and external examinations.
- Being familiar with the contents of annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/malpractice>
- Advising SLT, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding organisations.
- Overseeing the production of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensuring that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checking with teaching staff that the necessary coursework/controlled assessments/NEAs are completed on time and in accordance with JCQ guidelines.
- Providing and confirming detailed data on estimated entries.
- Maintaining systems and processes to support the timely entry of candidates for their exams.
- Receiving, checking and storing securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administering access arrangements and making applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifying and managing exam timetable clashes.
- liaises with the Bursar/ Administrator to account for income and expenditures relating to all exam costs/charges

- organises the training and monitoring of a team of exam invigilators responsible for the invigilation of exams
- Maintain seating plans for all examinations as per JCQ regulations.
- Ensuring candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracking and dispatching coursework / controlled assessments.
- Manage transferred candidates.
- Arranging for dissemination of exam results and certificates to candidates and forwarding any post results service requests.
- Checking DfE records of results are accurate for every pupil in September and updating following reviews of marking that have led to changes in results.
- Providing analysis of exam results for relevant stakeholders.
- Provide and review an Exam Archiving Policy which identifies information held, retention period and method of disposal.
- Issuing and maintaining UCI, exam numbers and ULNs for all candidates.
- Processing any necessary applications online in order to gain approval (if required).

SLT are responsible for:

- Ensuring reviews of marking (centre assessed marks) are conducted within our policy.

Curriculum Leaders are responsible for:

- Adequately preparing students for external examinations
- Ensuring subject teachers attend relevant Awarding Organisation training and update events
- Ensuring subject teachers undertake key tasks detailed in this policy within internally set deadlines

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Subject Leader and/or Exams Officer.
- Informing students of centre assessed marks allowing enough time for a review to be conducted prior to marks being submitted to the awarding organisation.

The SEN Coordinator (SENCo) is responsible for:

- Leading on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements).
- Overseeing identification and testing of candidates and requirements for access arrangements for students who have statements / EHCPs or special exam requirements.
- Overseeing processing any necessary applications online in order to gain approval (if required).
- Overseeing gathering appropriate evidence of need and normal way of working and keep such evidence on file with the signed data protection notice and completed Form 8 for JCQ Inspection purposes.
- Working with the Exam Officer to provide the access arrangements required by candidates in exams rooms.
- Ensuring all staff facilitating access arrangements have been trained and fully understand the rules of the particular arrangement.
- Annually review the centre policy on use of Word Processors in examinations and assessments.
- Ensuring the assessment process for Access Arrangements is administered correctly.
- 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.

Office Staff are responsible for:

- Maintaining a log of all secure deliveries and despatches with due regard to security at all times.
- Contacting home when notified of candidates missing from examinations.

Invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam.
- For exams at the site -Collection of all exam papers, returned in their envelopes, at the end of the exam and returned to the exams office.
- For exams being done at home or different site – return of all papers and resources to the exams office in envelope provided.
- Collection of all exam papers in the correct order at the end of the exam and completion of the attendance registers.
- Conduct exams under the JCQ guidelines and to follow correct procedures as given in the 'ICE' document.
- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.

Candidates are responsible for:

- Confirmation and signing of entries.
- Turn up for exams at correct date and time.
- If they are ill and cannot attend to inform office immediately to follow instructions e.g. To get a doctor's note or if possible for exam to be sat at home instead.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Signing the 'Data Protection Notice' if access arrangements are completed.

- 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 Head of centre and Senior leadership team.

The qualifications offered for May/ June 2018 are GCSE, Edexcel Awards, Entry level and Functional Skills exams, and may exams for a few students who may be returning to year 12.

Informing the exams office of changes to a syllabus is the responsibility of the Head of centre, Senior leadership team, Subject Leaders and teachers.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCo and Subject teachers.

Exam seasons

Internal exams and assessments are scheduled 'On demand'.

External exams and assessments are usually scheduled in May and June with the exception of resits in November and Functional Skills English and Maths offered throughout the year, Functional skills ICT 'on demand' exams in May/June. There are also OCR 'Clait' and ICT units worked on throughout the year.

Our internal exams are held under external exam conditions.

The Head of centre and Head of subjects decides which exam series are used in the centre.

On-demand tests are to be scheduled in agreement with the EO and is responsible for ordering on-demand tests

Timetable

- Once confirmed, the exams officer will circulate the exam timetable for External exams.
- Candidates can request a subject entry, change of level or withdrawal; however the final decision will be made by the Curriculum Leader. The centre does not accept entries from private candidates nor does it act as an exams centre for other organisations.
- Entry deadlines are circulated to Subject Coordinators. The Exams Officer will provide estimated entry information to meet JCQ and awarding organisation deadlines based on the entry schedule provided by Subject Coordinators.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the Head of Centre.
- Resits of general qualifications are allowed as long as the candidate is on role and the specification allows resits. Re-sit decisions will be made by candidates in consultation with Head of Centre.

Exam fees

- Candidates or departments will not be charged for changes of tier or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- Exam fees are paid by the Centre and/or on-roll schools and any other organisations that entries are made for.
- Late entry or amendment fees are paid by the Centre and/or on-roll schools /or Candidates/Parents/Carers.
- Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the Centre and/or Candidates.

Access arrangements

The SENCo/Specialist SEN teacher 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. The Exams Officer will ensure candidates' timetables reflect separate accommodation and extra time as appropriate.

A candidate's access arrangements requirement is determined by the SENCo/ Specialist SEN teacher, Doctor and Educational psychologist/Specialist teacher.

A candidate's access arrangement requirement is assessed by the SENCo/ Specialist SEN teacher. The criteria that must be met is covered by JCQ publication Regulations and Guidance – Access Arrangements and Reasonable Adjustments, which is updated on September 1st each year. Ensuring there is appropriate evidence, as required by JCQ Inspectorate and listed in this publication, for a candidate's access arrangement is the responsibility of the SENCo/ Specialist SEN teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. The Exams Officer can only allow access arrangements once authorised by JCQ. Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates, as defined in this publication, will be organised by the Exams Officer.

Managing invigilators

- Support staff and teaching staff are used to invigilate examinations. These invigilators will be used for External exams.
- Recruitment of invigilators is the responsibility of the Exams office and Head of Centre if they are needed.
- Securing the necessary (DBS) 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 office.
- Invigilators rates of pay are set by the Senior leadership team.

Malpractice

The Head of Centre in consultation with the Exams and Data Manager is responsible for investigating suspected malpractice.

Exam days

- The published starting time of all general qualifications is 9.00am for morning exams and 1.30pm for afternoon exams.
- The Exams Officer will book all exam rooms and make the question papers, other exam stationery, and materials available for the invigilator. The exams officer is responsible for setting up the allocated rooms.
- The Exams Officer or Lead Invigilator will start and finish all exams in accordance with JCQ guidelines. Staff authorised by Head of Centre and SLT members 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 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 Curriculum Leaders in accordance with JCQ's recommendations.
- After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to Awarding Organisations, working in conjunction with Lead Invigilators.

Candidates

The Exams Officer will provide information to candidates in advance of each exam series. The centre's published rules on acceptable dress and behaviour applies 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. Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exam and Data Manager is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams Officer will be responsible as necessary for arranging escorts, identifying a secure venue and supervision of short breaks. Clashes will be managed by the Exams Officer taking into account security of papers and numbers of candidates involved in the clash. It may not be possible to take into account individual candidate preferences on the order of the papers. In all cases clashes are regulated by JCQ Instructions for Conducting Examinations, which is updated on September 1st each year.

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 as requested by the awarding organisation within 3 days of the exam. The Exams Officer will make a special consideration application to the relevant awarding organisation within 7 days of the exam. (Deadline 31st July 2018)

Internal assessment

It is the responsibility of Subject Coordinators 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 provided to the Exam Officer by the Subject Teachers. 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.

Results

All candidates will be able to receive a statement of results on results days in the summer series

- in person at the centre
- with written permission of the candidate to a parent/carer or other person nominated by the candidate
- by post to their home address - candidates to provide self-addressed envelope
- uncollected results are posted 2nd class to the candidates last known home address

The statement of results will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

Reviews of Marking

Reviews may be requested by Subject Coordinators or the candidate following the release of results. A request for a review of marking 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 unsupported reviews will be paid by the candidate unless it has been requested by the Subject Coordinator (with the candidates consent) in which case the department will pay.

All decisions on whether to make an application for a review for an individual candidate will be made by the candidate. If a candidate's request for a review (external assessment) is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of reviews will be the responsibility of the Exams 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 the published deadlines. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Reviews cannot be applied for once an original script has been returned. The cost of ATSs will be paid by the candidate unless it has been requested by the Subject Coordinator, in which case the department will be charged. Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates

- Certificates are presented in person.

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 for 1 year, after this time they are shredded. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued by an awarding organisation if a candidate applies directly and pays all the costs.

