

The Purpose of this Exam Guidance 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.
- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this.
- The exams guidance will be reviewed annually by the Exams Officer.

The Exams Officer Manages the Administration of Public Exams:

- 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 awarding bodies.
- oversees the production and distribution to 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 exam timetable that will affect them.
- consults with teaching staff to ensure that necessary assessments are 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.
- administers access arrangements and makes applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration booklet.
- identifies and manages exam timetable clashes.
- organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- submits candidates' assessment marks, tracks despatch and stores returned assessments 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 any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

The Sen Coordinator or SENCo is Responsible for:

- Identification of candidates who may require access arrangements.
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages - to help candidates achieve their course aims.

Invigilators are Responsible for:

- 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.

Candidates are Responsible for:

- Adhering to the JCQ "Notice to Candidates" information.
- Understanding assessment regulations and signing a declaration that authenticates the assessment as their own.

Qualifications Offered

- The qualifications offered at this centre are decided by the Head of Centre.
- The qualifications offered are GCE and GCSE.

- Informing the exams office of changes to a syllabus is the responsibility of the Heads of Department.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents/Carers and Subject teachers.

#### Exam Seasons

- External exams are scheduled in November, January, March, May and June.
- The Head of Centre decides which exam series are used in the centre.

#### Timetable

- Once confirmed, the exams officer will circulate the exam timetable for External exams.

#### Entries, Entry Details and Late Entries

- Candidates are selected for their exam entries by the Heads of Department.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The centre only accepts external entries from former candidates.
- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Heads of Department via Internal Post/Pigeon hole.
- Late entries are authorised by Heads of Department.
- Retake decisions will be made in consultation with Candidates and Heads of Department.

#### 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.
- GCSE, AS and A2 entry exam fees, Late entry and Amendment fees and Re-sit fees are all paid by the Candidates.
- 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 assessment requirements without medical evidence or evidence of other mitigating circumstances.

#### Disability Discrimination Act

- All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

#### Access Arrangements

- 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 can be granted during the course and in the exam.
- A candidate's access arrangements requirement is determined by the SENCo and Educational psychologist/Specialist teacher.
- Making access arrangements for candidates to take exams is the responsibility of the SENCo.

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.
- Rooming for access arrangement candidates will be arranged by the exams officer.
- Invigilation and support for access arrangement candidates will be organised by the exams officer together with the SENCo.

#### Estimated Grades

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

#### Managing Invigilators

- Teachers, support staff and External staff are used to invigilate examinations.
- Recruitment of invigilators is the responsibility of the Exams office.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.
- CRB 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 Centre administration.

#### Malpractice

- The Exams office is responsible for investigating suspected malpractice.

#### 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 management is responsible for setting up the allocated rooms.
- The exams officer or lead invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.
- 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 heads of department at the end of the exam session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

#### Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.
- 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 Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

#### 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 ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.
- The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### Internal Assessment

- It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of Department.
- Appeals against internal assessments must be made by the 31 August.

### Appeals Against Internal Assessments

- The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

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

- Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses.
- Arrangements for the centre to be open on results days are made by the Exams Officer.
- The provision of staff on results days is the responsibility of the Head of Centre.

### EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is made.
- If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark.
- When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to the exams officer to have an enquiry carried out. All EARs are paid for by the candidate.

### ATS

- After the release of results, candidates may ask the Exams Officer to request the return of papers from the relevant boards for which they will be charged.
- 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 cannot be applied for once a script has been returned.

### Certificates

- Certificates are Collected and signed for.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.
- Certificates are not withheld from candidates who owe fees.
- The centre retains uncollected certificates.

Policy reviewed by: JTW/JAC  
26 April 2010