



# The Belsteads School

## Exams Policy

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## I. Introduction and aims

The Belsteads School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

### 2.2 Head of centre

The head of centre:

- Has overall responsibility for the The Belsteads School as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

Our head of centre is Erica Barnett.

Our head of centre is our headteacher. The head of centre can delegate tasks related to the responsibilities above, but cannot delegate the overall responsibility.

### 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and/or external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines

- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

## **2.4 Curriculum leads**

Curriculum leads are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## **2.8 Candidates**

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

## **3. Qualifications offered**

The headteacher decides the qualifications we offer.

We offer the following types of qualifications:

OCR Functional Skills qualification in English at Entry Level 1 – 3

OCR Functional Skills qualification in English at Level 1 – 2

OCR Functional Skills qualification in Maths at Entry Level 1 – 3

OCR Functional Skills qualification in Maths at Level 1 – 2

OCR GCSE Maths

Arts Award Bronze

#### 4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

OCR Maths and English Functional Skills – January 2020

External exams and assessments are scheduled in the following exam series:

OCR Maths and English Functional Skills – June 2020

Internal exams are held under external exam conditions.

The headteacher decides which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the headteacher.

#### 5. Exam timetables

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

#### 6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to curriculum leaders via email.

Curriculum leads 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 require authorisation, in writing, by the exams officer.

##### 6.1 Re-sits

We allow re-sits for the following types of qualifications:

- Functional skills
- Entry level

We do not allow re-sits for the following types of qualifications:

- GCSEs

Re-sit decisions will be made by the headteacher in consultation with the exams officer.

#### 7. Exam fees

Candidates 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.

Due to our funding structure there is no expectation for pupils or parents to have any financial responsibility for exam entries or re-sits.

#### 8. Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the headteacher and the exams officer.

## **9. Access Arrangements**

Please refer to the JCQ document that governs access arrangements. All pupils at the school are in receipt of an EHCP.

All pupils will qualify for 25% extra time due to this. Further arrangements will be made on an individual pupil basis depending on need.

## **10. Contingency planning**

Contingency planning for exams administration is the responsibility of the exams officer.

## **11. Estimated grades**

Curriculum leads are responsible for submitting estimated grades to the exams officer when requested.

## **12. Managing invigilators**

External staff will not be used to invigilate examinations.

## **13. Malpractice**

The head of centre, in consultation with the exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

## **14. Exam days**

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms and will be advised of requirements 10 days in advance.

The invigilator and exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff 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 curriculum leads in accordance with JCQ's recommendations and no later than 1 hour after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with the headteacher.

## **15. Candidates**

The exams officer will provide written information to candidates in advance of each exam series (if appropriate). A formal briefing session for candidates may be given by the exams officer. Our rules of behaviour applies at all times. Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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 who leave an exam room must always be accompanied by an appropriate member of staff.

The exams officer is responsible for handling late or absent candidates on exam day.

## **16. Special consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the headteacher to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

## **17. Internal assessment**

It is the duty of heads of curriculum leads 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 internally assessed work are provided to the exams office by curriculum leads. The exams officer will inform staff of the deadline date for appeals against internal assessments.

## **18. Results and certificates**

Candidates will receive individual results slips which will be posted to individual pupils.

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

Dates of results days each year will be publicised for all candidates through the school website.

### **18.1 Enquiries about results (EARs)**

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 a group of candidates.

All decisions about whether to make an application for an EAR will be made by the headteacher.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

### **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 10 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.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre.

### **19. Monitoring and review**

The head of centre is responsible for ensuring that this policy is reviewed every 3 years (unless there are changes to the exams system, JCQ guidance and/or our curriculum offer).