



**STEPHENSON**  
TRUST  
ON TRACK TO SUCCESS

# Examinations Policy

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Signed by: [Signature]

John O'Donnell, Chair of Governors  
On behalf of Stephenson Academy Governing Body

# Examinations Policy

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## 1. Purpose

The purpose of this Examinations Policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient examinations 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.

The Examinations Policy will be reviewed annually.

The Examinations Policy will be reviewed by Deputy Principal, Teaching and Learning and the Data and Examinations Coordinator.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## 2. Exam Responsibilities

**Executive Principal** (in conjunction with Assistant Principals)

- has overall responsibility for the academy as an examinations centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

**Data and Examinations Coordinator** (in conjunction with Examinations Assistants):

- manages the administration of internal and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all examinations 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 examinations timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges
- maintains relevant data on SIMS
- produces reports on examination performance for dissemination to SLT

- undertakes relevant training to keep up to date with changes for the administration of examinations
- line manages the Examinations Assistants in organising the training and monitoring of a team of invigilators and access arrangement specialists responsible for the conduct of examinations.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Deputy Principal, Teaching and Learning, Assistant Principals and Subject Leaders** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Data and Examinations Coordinator.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Data and Examinations Coordinator.

**Deputy Principal, SEN/Therapeutic/Safeguarding** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Data and Examinations Coordinator in good time so that they are able to process any necessary applications in order to gain approval (if required).
- working with the Data and Examinations Coordinator to provide the access arrangements required by candidates in examinations rooms.

**Invigilators and Access Arrangement Specialists** are responsible for:

- assisting the Data and Examinations Coordinator in the efficient running of examinations according to JCQ regulations.
- collection of exam papers and other material from the examinations office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the examinations office.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring the conduct themselves in all examinations according to the JCQ regulations.

### **3. Qualifications Offered**

The qualifications offered at this centre are decided by the Deputy Principal, Teaching and Learning.

The types of qualifications offered are GCSE, ELC, QCF, BTEC, ABC, VTCT, ECDL, IMI and Functional Skills.

The subjects offered for these qualifications in any academic year may be found in the centre's Teaching and Learning policy. If there is to be a change of specification for the next year, the examinations office must be informed as soon as possible, preferably before the start of the new academic year.

Informing the examinations office of changes to a specification is the responsibility of the Deputy Principal, Teaching and Learning.

Decisions on whether a candidate should be entered for a particular subject will be taken by Deputy Principal, Teaching and Learning in consultation with the Subject Leaders.

#### **4. Exams Series**

Internal examinations (mock or trial examinations) and assessments are scheduled in the academic year as necessary.

External examinations and assessments are scheduled in the academic year as necessary.

Internal examinations are held under external exam conditions in the core subjects.

The Deputy Principal, Teaching and Learning and Subject Leaders decide which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Deputy Principal, Teaching and Learning, Subject Leaders, Data and Examinations Coordinator and Examinations Assistants.

#### **5. Exam Timetables**

Once confirmed, the Data and Examinations Coordinator and/or Examinations Assistants will publish exam timetables for internal and external examinations on the examinations notice board.

#### **6. Entries, Entry Details and Late Entries**

Subject leaders request a subject entry, change of level or withdrawal on behalf of candidates. The centre does not accept entries from private candidates.

The centre does not act as an examinations centre for other organisations.

Entry deadlines are circulated to Subject Leaders by the Examinations Assistant on behalf of the Data and Examinations Coordinator.

Subject Leaders will provide prompt estimated entry information to the Data and Examinations Coordinator and/or Examinations Assistants to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the appropriate Subject Leader.

Re-sit decisions will be made by Deputy Principal, Teaching and Learning in consultation with Subject Leaders and candidates.

## **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.

The Data and Examinations Coordinator will publish the deadline for action well in advance for each examinations series.

- *GCSE entry exam fees are paid by the centre*
- *Functional skills entry exam fees are paid by the centre*
- *Late entry or amendment fees are paid by the centre*
- *Fee reimbursements are not sought from candidates*
- *Re-sit fees are paid by the centre*

## **8. Equality Legislation**

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Deputy Principal, Teaching and Learning and the Deputy Principal, SEN/Therapeutic/Safeguarding.

## **9. Access Arrangements**

The Deputy Principal, SEN/Therapeutic/Safeguarding 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/examinations.

A candidate's access arrangements requirement is determined by the Deputy Principal, SEN/Therapeutic/Safeguarding.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Deputy Principal, SEN/Therapeutic/Safeguarding.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Deputy Principal, SEN/Therapeutic/Safeguarding and the Data and Examinations Coordinator.

Rooming for access arrangement candidates will be arranged by the Deputy Principal, SEN/Therapeutic/Safeguarding and/or Assistant Principals and the Data and Examinations Coordinator and/or Examinations Assistant.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Deputy Principal, SEN/Therapeutic/Safeguarding and/or Assistant Principals and the Data and Examinations Coordinator and/or Examinations Assistant.

## **10. Contingency planning**

Contingency planning for examinations administration is the responsibility of the Deputy Principal, Teaching and Learning and Data and Examinations Coordinator and/or Examinations Assistant.

Contingency plans are available from the Data and Examinations Coordinator and/or Examinations Assistant and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## **11. Estimated grades**

Subject Leaders are responsible for submitting estimated grades to the Data and Examinations Coordinator and/or Examinations Assistant when requested.

## **12. Managing invigilators**

In most examinations sessions, external staff will not be used to invigilate examinations. If external staff are ever needed for invigilation the following responsibilities apply.

These invigilators will be used for internal examinations and external examinations. Recruitment of invigilators is the responsibility of HR, Assistant Principals, Data and Examinations Coordinator and/or Examinations Assistants.

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

DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by HR.

Invigilators are recruited, timetabled, trained, and briefed by HR, Assistant Principals, Data and Examinations Coordinator and/or Examinations Assistants.

## **13. Malpractice**

The Executive Principal and Assistant Principals, in consultation with the Deputy Principal, Teaching and Learning and the Data and Examinations Coordinator are responsible for investigating suspected malpractice in accordance with JCQ guidance (see JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures)

## **14. Exam days**

The Data and Examinations Coordinator and/or Examinations Assistants will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator and/or access arrangement specialist.

Site management staff and the invigilator and/or access arrangement specialist are responsible for setting up the allocated rooms.

The invigilator and/or access arrangement specialist will start and finish all examinations 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 and what they can do.

In practical examinations, 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 Subject Leaders in accordance with JCQ's recommendations and no earlier than 24 hours after candidates have completed it.

After an exam, the Data and Examinations Coordinator will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Examinations Assistants and Receptionist.

## **15. Candidates**

The Data and Examinations Coordinator and/or Examinations Assistants will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Deputy Principal, Teaching and Learning and the Data and Examinations Coordinator and/or Examinations Assistants.

The centre's published rules on acceptable dress and behaviour apply 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 invigilator and Data and Examinations Coordinator and/or Examinations Assistants.

Candidates who leave an exam room early must be accompanied by an appropriate member of staff at all times and kept under supervision in accordance with JCQ guidelines.

SLT and members of staff are responsible for handling late or absent candidates on exam day.



## **16. Clash candidates and alternative exam provision**

The Deputy Principal, Teaching and Learning, Assistant Principals, Data and Examinations Coordinator and/or Examinations Assistants will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays for clash candidates.

Candidates that are tutored offsite have the opportunity to sit their examinations under controlled conditions at an approved alternative site.

## **17. 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 Head of Centre, Data and Examinations Coordinator and/or Examinations Assistants to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The Data and Examinations Coordinator will make a special consideration application to the relevant awarding body within 2 days of the exam.

## **18. Internal assessment**

It is the duty of Subject Leaders to ensure that all internal assessment is ready for dispatch at the correct time. *The Data and Examinations Coordinator 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 examinations office by the Subject Leaders and/or Examinations Assistants. The Data and Examinations Coordinator 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 Policy document and JCQ guidance (see JCQ A guide to the awarding bodies' appeals processes)

## **19. Results**

Candidates will receive individual result slips on results days,

- in person at the centre
- by post to their home address (first class)

The results slip 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.

## **20. Enquiries About Results (EAR)**

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 the group of candidates.

The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by Deputy Principal – Teaching and Learning.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Policy document.

All processing of EARs will be the responsibility of the Data and Examinations Coordinator, following the JCQ guidance.

## **21. Access To Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 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.

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre.

Processing of requests for ATS will be the responsibility of the Data and Examinations Coordinator.

## **22. Certificates**

Candidates will receive their certificates

- in person at the centre
- by post to their home address (recorded delivery)

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 2 years.

A new certificate may be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.