

(Updated May 16)

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**The policy is next due for review in May 17.**

## **Examinations 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.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Exams Officer, Senior Management Team and Governors.

## **Exam responsibilities**

**The head of centre (Cath Piercy):**

- has overall responsibility for the school/college as an exams 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*.

**Exams officer (Jan Hunt)<sup>1</sup>:**

- manages the administration of internal exams and/or external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams 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 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 exams 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 exams.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- 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.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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.

**Heads of department** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- 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 exams officer.

The **Special Educational Needs Coordinator (SENCo)** (Pamela Shaw) is responsible for, in association with Deputyhead Jan Hunt :

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

**Lead invigilator/invigilator** (Jan Hunt) is responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.

- 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 ensuring their return to the exams 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 exams according to the JCQ regulations.

**Parents/Guardians** are responsible for:

- supporting the students in their preparation and attendance prior to and during the exam period.

## **Qualifications offered**

The qualifications offered at this centre are decided by the Headteacher, Senior Management Team, Heads of Department and Governors.

The types of qualifications offered are: GCSEs, Entry Levels, Functional Skills (Entry Level 1 up to Level 2), Junior Sports Leadership Award, Duke of Edinburgh Award, ASDAN Awards, AoPE & CoPE.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1<sup>st</sup> June.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department, in association with the class teacher in consultation with the Head of Curriculum/Exams Officer.

## **Exam series**

Internal exams (mock or trial exams) and assessments are scheduled where this would be beneficial to students, without causing undue stress.

External exams and assessments are scheduled at several points throughout the year: November January, March, May & June. OCR courses can be taken throughout the year, with no pre-set dates.

Internal exams, other than through on-going coursework, are held under external exam conditions.

The Heads of Department decide which exam series they would like to enter students for.

The centre does not offer assessments on an on-demand basis.

## **Exam timetables**

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

## **Entries, entry details and late entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not currently accept entries from private candidates.

The centre does not currently act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email, noticeboard, briefing meetings, and the school intranet.

Heads of department 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 (i.e. late) require the authorisation, in writing, of the Headteacher.

GCSE re-sits are not allowed.

Functional skills re-sits are allowed.

Re-sit decisions will be made by Heads of department and teaching staff in consultation with the exams officer and Headteacher.

## **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.

The exams officer will publish the deadline for action well in advance for each exams series.

All exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are not sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

## **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 exams officer and Headteacher.

## **Access arrangements**

Following assessment by the Head of Curriculum/Deputyhead, the SENCo 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.

A candidate's access arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Head of Curriculum/Exams Officer & SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Curriculum/ Deputyhead and Admin Officer.

Rooming for access arrangement candidates will be arranged by the Exams Officer & SENCo.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer & SENCo.

## **Estimated grades**

Class teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **Managing invigilators**

External staff will not be used to invigilate examinations.

In house invigilators will be used for internal exams.

Recruitment of invigilators is the responsibility of the exams officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Admin Officer/s.

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

Invigilators rates of pay are set by the Headteacher in conjunction with the Bursar.

Invigilators are recruited, timetabled, trained, and briefed by the exams officer &/or the Chief Invigilator.

## **Malpractice**

The head of centre in consultation with Governors 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 staff is responsible for setting up the allocated rooms, and will be advised of requirements one or two days in advance.

The exams officer / chief invigilator 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 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 heads of department in accordance with JCQ's recommendations and no later than 48 hours after candidates have completed it.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Admin Officer/s.

## **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the pastoral/class teacher.

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 exams officer/chief invigilator/SENCo.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

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

## **Clash candidates**

The exams officer/chief invigilator will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## **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 within five working days of the exam.

The exams officer will make a special consideration application 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 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 exams office by the class teacher. 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**

Candidates will receive individual result slips on results days,

- in person at the centre - collected and signed for or
- by post to their home address - candidates to provide self-addressed envelope

The results slip will not be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the exams officer.

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

## **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 the exams officer and Headteacher, with reference to the class teacher.

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 Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer / admin 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 30 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 exams officer/admin officer.

## **Certificates**

Candidates will receive their certificates

- in person at the centre - collected and signed for.
- by post to their home address (candidates to provide self-addressed envelope).

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.

### **Supporting pupils on the autism spectrum**

We use a range of multi-sensory teaching and learning styles. We use a number of common fundamental principles that make for successful teaching of pupils on the autism spectrum. These include:

- Intensive, structured and purposeful teaching.
- Clear, unambiguous and explicit instructions and teaching strategies.
- Use of repetition to consolidate.
- Re-teaching in different contexts and in different ways, not assuming that the pupil has understood because they have repeated or demonstrated something.
- Using a communicative form that the pupil understands and can use to convey ideas to others i.e. visual, auditory or kinaesthetic learning, giving students the opportunity for learning to be achieved through experience of the world.
- Giving opportunities for learning with a personal meaning that is interesting and motivating.
- A high level of adult support and tuition.
- Access to 'My Space' areas in each classroom
- Access to Mentors and Intervention staff
- Use of time out cards as required
- Regular staff training updates regarding ASD/C

### **Online safety awareness statement**

- Online safety awareness is a whole school priority and the responsibility of all stakeholders at Childwall Abbey School.
- Online safety awareness is part of all staff's normal teaching routine.
- Online safety awareness is incorporated into lessons and Schemes of Work.

The centre retains certificates for one year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre (CPiercy)

Exams officer & Head of Curriculum (JHunt)

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SENCo (PShaw)

Bursar/Admin officer (KDeegan)

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Admin Assistant (AMilne)

Governor Rep (Bob Davies )

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Date .....May 2016.....

**The policy is next due for review in May 17.**