



SEXEY'S
SCHOOL

Exams Policy

SEPTEMBER 2023

Date of Policy	September 2023
Review Date	July 2025
SLT Lead	Ross Dalzell
Policy last reviewed by	Ross Dalzell
Level of Policy	School Level

Signed
Helen Cullen
Headteacher

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SCHOOL VISION

As a school we have a determination “*to be exceptional in all that we do*” and have a unrelenting commitment to provide:

- Exceptional learning experiences within an environment where students can thrive and learn.
- A caring community that provides students with first class advice, support and guidance, where young people are valued for their individuality and their potential is nurtured and developed.
- A wide range of opportunities that help develop exceptional young people with the skills, confidence and knowledge to make a positive contribution to the local and global community both now and in their future lives.
- Staff with an exceptional place to work, develop and inspire young people.

SCHOOL ETHOS AND VALUES

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

1. Introduction and aims

Our 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 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 Mrs Helen Cullen.

2.3 Exams Officer

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

- Manage the administration of internal and 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.
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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.

Our Exams Officer is Mrs Emma Tomlinson.

2.4 Heads of Department/Faculty

Heads of Department or Faculty 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.

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer.

2.6 Special educational needs co-ordinator (SENDCo)

- The SENDCo is responsible for:
- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place.
- Processing any necessary applications in order to gain approval (if required).
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms.
- Our SENDCo is Miss Rebecca Taylor.

2.7 Lead invigilator(s)

- The lead invigilator(s) are responsible for:
- Assisting the exams officer to run exams efficiently, according to JCQ regulations.
- Collecting exam papers and other material from the exams office before the start of the exam.
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office.

Our lead invigilator is Mr Ed Lodite.

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:

- GCSE, A level, BTEC (finishing in 2023)

The subjects offered for these qualifications in any school year may be found on our website.

If there will be a change to a specification for the next year, the exams office must be informed by October 2022

Informing the exams office of changes to a specification is the responsibility of SLT and heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the head of department in consultation with the teachers and the SENDCo.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following months

- September 2022 CATs tests and NRGT tests
- October/November and February/March 2022 Year 11 internal mock exams
- October/November and February/March 2022 Year 13 internal mock exams
- May/June 2023 Year 12 internal mock exams
- June 2023 Year 10 internal mock exams

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

- November 2022 Resit GCSE Maths and English
- November 2022 Functional Skills English and Mathematics Level1 or Level 2
- January 2023 BTEC
- January 2023 Functional Skills English and Mathematics Level1 or Level 2
- February/March 2023 Functional Skills English and Mathematics Level1 or Level 2
- May/June 2023 A Level GCSE BTEC

- October/November and May/June Year 10 and 12
- Internal exams are held under external exam conditions.

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

The centre does not 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 Assistant Headteacher responsible for examinations.

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 after discussions with SLT and head of faculty. This should be done in writing to explain the reason and whether or not it is against the schools advice.

We accept entries from private candidates.

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

Entry deadlines are circulated to heads of department via email.

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 require authorisation, in writing, by the Exams Officer.

6.1 Re-sits

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

- GCSE English and Maths.

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

- GCSEs other than Maths and English
- A levels
- BTECs

Re-sit decisions will be made by heads of department/faculty/curriculum/subject] in consultation with the exams officer and senior leaders of the centre. There will be a cost for re-sits, this is based on most current figures supplied by the exam boards and are subject to change.

7. 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 actions well in advance of each exams series.

Maintained schools and academies are not allowed to charge pupils to enter “prescribed public examinations” you have prepared them for in school or for re-sits of these exams if you have prepared them for the re-sit at school.

This is set out in the DfEs guidance on [charging for school activities](#). “Prescribed public examinations” includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

You **may** charge for:

- Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations.
- Exams not on the set list of prescribed public examinations.
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee.
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal.

Candidates may be charged for the following:

	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	<ul style="list-style-type: none"> • Private exam entries • Re-sits at parents’ request • Missed exams (without medical or other extenuating circumstances) 	<ul style="list-style-type: none"> • Entries and re-sits: Cost will vary on exam board • Missed exams: dependent on charges levied by the exam board
A Levels	<ul style="list-style-type: none"> • Private exam entries • Re-sits at parents’ request • Missed exams (without medical or other extenuating circumstances) 	<ul style="list-style-type: none"> • Entries and re-sits: Cost will vary on exam board • Missed exams: dependent on charges levied by the exam board

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the Exams Officer

Post results services fees

The costs involved with post results services will be sent out each year to all year 11 and 13 students with the information provide by the JCQ.

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 head of centre, exams officer and the SENCO.

9. Access Arrangements

The SENDCo 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 SENDCo. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo and the teachers.

Room arrangements for candidates using access arrangements will be organised by the Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer and the Chief Invigilator.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre, the Assistant Head and the Exams Officer.

Contingency plans are available via email and in the Contingency Plan Policy and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

11. Estimated grades

Heads of Department and teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the Quantock Education Trust (QET) HR Department and the Exams Officer.

Invigilators require Disclosure and Barring Service (DBS) checks, and the HR department are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Business Manager, QET HR department and Head of Centre.

Invigilators are recruited, timetabled, trained and briefed by the QET HR department, Exams Officer and Chief Invigilator.

13. Malpractice

The head of centre, in consultation with the Deputy Headteacher and Exams Officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

Refer to the Malpractice policy 24_25

14. Exam days

The Exams Officer will:

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

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

The invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not 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 heads of subject in accordance with JCQ's recommendations and sooner than 24 hours 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 chief invigilator and school support staff.

15. 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 head of department and subject. Our published rules on acceptable dress and behaviour apply 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 be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

15.1 Private candidates

The Head of Centre and the Exams Officer are responsible for managing private candidates.

15.2 Clash candidates

- The Exams Officer will be responsible for making arrangements for clash candidates, including:
- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

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 invigilators and/or Exams Officer to that effect.

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

The exams officer will make a special consideration application to the relevant awarding body before the end of the exam season.

17. Internal assessment 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 internally assessed work are provided to the exams office by the heads of Department and teachers. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document, which can be found in the Appeals policy.

18. Results and certificates

Candidates will receive individual results slips on results days in the schools 6th Form Centre. Students who know that they are unable to come into school for results day can fill in a form before the end of June to give their consent and email address for their results to be emailed to them.

The results slip will be in the form of a centre-produced document and will be sent to all students and parents during the exam season.

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

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

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

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.

The cost of EARs will be paid by the candidate.

The cost of EARs will be sent out each year.

All decisions about whether to make an application for an EAR will be made by head of department.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

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 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.

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 candidate.

The cost of ATS will be sent out to all students during the examination season.

19. Monitoring and review

The Head of Centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes in:

- The exams system
- JCQ guidance
- The curriculum offer