



**THE JOHN OF GAUNT SCHOOL  
- A Community Academy -**

**EXAMINATIONS POLICY**

This policy is reviewed annually to ensure compliance with current regulations

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
DCO	CLES	06/04/18	FGB	26/03/18	Mar 2019	Yes

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## Vision Statement

### 'Create an irresistible climate for achievement'

- We challenge, support and encourage every student to **achieve their potential**.
- We believe **effort** and **dedication** lead to success and we **raise aspirations**.
- We **personalise our provision** to meet the needs of individuals.
- We enable our students to flourish as **confident learners and leaders** of our community.
- We create a culture where all stakeholders **feel valued, supported and proud**.
- We **work collaboratively** to improve outcomes for our students and support other schools to improve.

## Purpose of 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 by the Examinations Manager, annually to ensure compliance with current regulations.

## 1. Exam Responsibilities

### 1.1 The Head of Centre:

- has overall responsibility for the school as an exams centre and advises on appeals and re-moderations.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the John of Gaunt School Malpractice & Maladministration Policy Document.

### 1.2 The Exams Manager<sup>1</sup>:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and procedures as set by the various awarding organisations.
- 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 about and understand those aspects of the exams timetable that will affect them.
- maintains systems and processes to support the timely entry of candidates for their exams.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the **Deputy Examinations Officer** and invigilation team.
- Recruits, trains and monitors a team of exam invigilators responsible for conducting exams.

### 1.3 Directors of Learning 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 Manager.

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

- accurate completion of coursework / non-examined or controlled assessments mark sheets and declaration sheets.
- decisions on post-results procedures.

#### **1.4 Teachers are responsible for:**

- supplying information on entries, coursework and non-examined or controlled assessments **by specified deadlines** as required by the Directors of Learning and/or the Examinations Manager/ **Deputy Examinations Officer**.

#### **1.5 Special Educational Needs Co-ordinator is responsible for:**

- identification and testing of candidates' requirements for access arrangements and notifying the **Deputy Examinations Officer** in good time so that they are able to put in place exam day arrangements.
- processing any necessary applications in order to gain approval (if required).
- working with the **Deputy Examinations Officer** to provide the access arrangements required by candidates in exams rooms.
- administering Access Arrangements and making applications for special consideration following the regulations in the JCQ<sup>CIC</sup>/Ofqual publications.

#### **1.6 Deputy Examinations Officer is responsible for:**

- managing the administration of internal exams and/or external exams.
- checking with teaching staff that the necessary coursework, non-examined or controlled assessments are completed on time and in accordance with current guidelines.
- ensuring candidates' coursework / non-examined or controlled assessments marks are submitted, and any other material required by the appropriate awarding organisations is dispatched correctly and on schedule.
- tracks, dispatches, and stores returned coursework / non-examined or controlled assessments.
- arranging for the dissemination of exam results and certificates to candidates and forwarding, in consultation with the SLT, any post results service requests.
- identifying and managing exam timetable clashes.
- receiving, checking and storing securely all exam papers and completed scripts and ensuring that scripts are dispatched as per the guidelines.

#### **1.7 Lead invigilator/invigilators are responsible for:**

- assisting the Exams Manager/ Deputy Examinations Officer in the efficient running of exams according to Current regulations.

#### **1.8 Candidates are responsible for:**

- Checking their entries and notifying exams staff of any issues.
- understanding coursework / non-examined or controlled assessments regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the current regulations.

## **2. Qualifications Offered - Quality Assurance**

The John of Gaunt School is committed to *Quality Assurance*. The focus of the Centre is on its candidates, with the provision of relevant and flexible quality programmes and assessment to suit their needs and lifestyles, so far as reasonably practicable. The provision will be regularly monitored and reviewed by SLT.

The qualifications offered at this centre are decided by the Directors of Learning in consultation with SLT.

The types of qualifications offered are Functional Skills, GCSE, GCE, BTEC, **Cambridge Nationals & Technical, CiDA & Entry Level**.

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 30<sup>th</sup> September.

Informing the exams office of changes to a specification is the responsibility of the Directors of Learning.

Teachers will take decisions on whether a candidate should be entered for a particular subject in consultation with the Directors of Learning and SLT.

### **3. Exam series**

Internal exams (mock exams) and assessments are scheduled throughout the year.

External exams and assessments are scheduled in May and June. **Any Internal exams run in the main exam rooms are held under external exam conditions.**

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 SLT and the Exams Manager.

### **4. Exam timetables**

All exam dates are published via the school's website and Newsletter, six months in advance. Once confirmed, the **Deputy Examinations Officer** will circulate personalised exam timetables for internal (2 weeks before) and external exams (4 weeks before), before each series begins.

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

The centre does not accept entries from private candidates. **The Centre may, on occasion in certain circumstances be able to offer ex-students a resit in the academic year following their certification at the centre.**

The centre does not act as an exams centre for other organisations, except for collaborative work with other sixth forms centres.

Entry deadlines are circulated to heads of department via email.

### **6. 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 Manager will publish the deadline for actions well in advance for each exams series.

The centre pays exam fees, for all taught subjects.

The candidates pay re-sit fees.

### **7. The Equality Act 2010<sup>i</sup>**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. 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 to candidates in accordance with requirements defined by the legislation, awarding organisations, JCQ<sup>CIC</sup> and Ofqual. **Please refer to Examinations Disability Policy for more detailed information.**

### **8. Access arrangements- Reasonable Adjustments<sup>ii</sup>**

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 a Specialist Teacher and approved by the SENCo.

Submitting completed access arrangement applications to the awarding organisations is the responsibility of the **Special Educational Needs Co-ordinator (usually the administer for the department)**, taking into account the different processes involved for the different qualifications i.e. GCSE's, AS, A2, BTEC etc. The Senior TA appointed within the ILD will arrange rooming for access arrangement candidates. **Please refer to Examinations Disability Policy for more detailed information.**

## **9. Contingency planning**

Contingency planning for exams administration is the responsibility of the Exams Manager.

Contingency plans are available via email, briefing meetings, internal post/pigeon hole, the school website and are in line with the guidance provided by Ofqual, JCQ<sup>CIC</sup> and awarding organisations.

## **10. Managing invigilators**

External staff will be used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Manager. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Assistant. DBS fees for securing such clearance are paid by the centre. Invigilators are recruited, timetabled, trained, and briefed by the Exams Manager.

## **11. Malpractice**

The Head of Centre in consultation with Exams Manager is responsible for investigating suspected malpractice. Please refer to The John of Gaunt School Malpractice & Maladministration Policy for more details.

## **12. Exam days**

The **Deputy Examinations 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 are responsible for setting up the allocated rooms.

A Senior Invigilator will start and finish all exams in accordance with JCQ<sup>CIC</sup> guidelines.

<sup>2</sup>Senior Staff approved by the head of centre (who have not had overall responsibility for the candidates preparation for the examination(s)), may be present at the start of the exam to assist with identification of candidates, but they may not view the paper(s) to be sat in that session.

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/faculty 24 hours after the exam has been sat.

## **13. Candidates**

The Exams Manager will provide written information to candidates in advance of each exam series. The Exams Manager will give a formal briefing session for candidates.

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.

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<sup>2</sup> Instructions for conducting examinations, 1 September 2017 to 31 August 2018, Appendix 8, The people present in the examination room

Disruptive candidates are dealt with in accordance with current guidelines. Candidates are expected to stay for the full exam duration at the discretion of the Exams Manager.

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

The **Deputy Examinations Officer** is responsible for handling late or absent candidates on exam day in conjunction with the centre's Pastoral Support Team.

#### **14. Identifying Candidates**

Verifying candidate identity procedure

To verify a candidate's identity – Candidates are known to exams staff and invigilators from internal exams

A folder containing photos of all exam candidates which is created from our schools information management system (SIMS) is available in each room if a query arises.

Sixth form students have school photo ID cards

Each seat is individually named and has a seating card present on each exam desk for each exam as per the examination seating plan. These are individually created for each student and all details are imported from our schools information management system (SIMS).

#### **15. Clash candidates**

The **Deputy Examinations Officer** will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

#### **16. 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 Manager to that effect.

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

The Exams Manager will make a special consideration application to the relevant awarding body within 7 days of the candidate's last exam.

#### **17. Internal assessment**

It is the duty of Directors of Learning to ensure that all internal assessment is ready for dispatch at the correct time. The **Deputy Examinations Officer** will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The teachers provide marks for all internally assessed work and then submit these their self's online. The **Deputy Examinations 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.

#### **18. Results**

Candidates will receive individual results slips on results days:

- in person at the centre or
- by post to their home address – only if candidates provide a stamped self-addressed envelope.

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

The Exams Manager arranges for the centre to be open on results days.

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

#### **19. Enquiries about Results (EAR)**

Centre staff or the candidate following the release of results may request EARs. A request for a review of marking 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 candidate will pay the cost of EARs, unless specifically requested by DL's/SLT  
Also, see the centre's Internal Appeals Procedure (IAP).

Internal Appeals Procedures are available where candidates disagree with a centre decision.

## **20. 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.

An EAR cannot be applied for once an original script has been returned.

The candidate or Department will pay the cost of ATs if they are requesting it.

Processing of requests for ATS will be the responsibility of the **Deputy Examinations Officer**.

## **21. Certificates**

Candidates will receive their certificates:

- in person at a presentation evening, or after the event by
- collecting and signing for them at reception

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, which confirms their identity.

The centre retains certificates for 1 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.

## **Further guidance**

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### **<sup>i</sup> Equality Act 2010: advice for schools**

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

### **<sup>ii</sup> General Regulations for Approved Centres 1 September 2017 to 31 August 2018**

<https://www.jcq.org.uk/exams-office/general-regulations/general-regulations-for-approved-centres-2017-2018>

**Advice:** Schools should familiarise themselves with the document published by the *Equalities and Human Rights Commission (EHRC)* Reasonable adjustments for disabled pupils. Which can be found here:

<https://www.equalityhumanrights.com/en/publication-download/reasonable-adjustments-disabled-pupils>