

## EXAMINATIONS POLICY

<b>As approved by Governors: Learning &amp; Community Committee</b>	<b>31 January 2018</b>
<b>Current until:</b>	<b>January 2020</b>
<b>Post holder responsible for review:</b>	<b>Principal</b>

### 1 Introduction

- 1.1 The purpose of this examinations policy is:
- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
  - to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- 1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
- 1.3 This Examinations Policy will be reviewed on a two yearly basis by the Governing Body and the Senior Leadership Team.

### 2 Principal Designate

- 2.1 The Principal Designate has overall responsibility for the School as an exam centre. They:
- advise on appeals and re-marks;
  - are responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the Joint Council Qualification (JCQ) document 'Suspected malpractice in examinations and assessments'.)

### 3 Exams Officer

- 3.1 The Exams Officer manages the administration of public and internal exams and analysis of exam results. They:
- advise the Leadership Team, Learning Coaches and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards;

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- oversee the production and distribution to staff, governors 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;
- ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them;
- consult with learning coaches to ensure that necessary coursework, portfolio work and controlled assessments are completed on time and in accordance with JCQ guidelines;
- provide and confirms detailed data on estimated entries;
- receive, checks and stores securely all exam papers and completed scripts;
- administer access arrangements and makes applications for special consideration
- using the JCQ 'Access arrangements and special considerations regulations' and 'Guidance relating to candidates who are eligible for adjustments in examinations';
- identify and manages exam timetable clashes;
- organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- oversee the submitting of candidates' coursework marks, portfolio results and controlled assessment results, tracks dispatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- arrange for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests;
- maintain systems and processes to support the timely entry of candidates for their exams and registrations for their course where relevant.

### **4 Curriculum Leaders and Personal Coaches**

4.1 These members of staff:

- offer guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- are involved in post-results procedures;
- ensure accurate completion of coursework mark sheets, controlled assessment mark sheets, portfolio results and declaration sheets;
- ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **5 Learning Coaches**

5.1 These members of staff are involved in the submission of candidates' names to Curriculum Leaders for entries and registrations.

### **6 SENCO**

6.1 This member of staff is involved in the:

- administration of access arrangements;
- identification and testing of candidates, requirements for access arrangements;

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- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims and their full potential.

### **7 Invigilators**

- 7.1 These members of staff will be involved in the:
- collection of all exam papers in the correct order at the end of the exam and their return to the office
  - the smooth running of all examinations according to the JCQ booklet "Instructions for conducting exams".

### **8 Candidates**

- 8.1 Candidates are responsible for:
- the confirmation of entries;
  - understanding coursework, portfolio and controlled assessment regulations.

### **9 Tests and Qualifications Offered**

- 9.1 The statutory tests and qualifications offered at this centre are decided by the Principal, Senior Leadership team and Curriculum Leaders and those offered are GCSE, GCE, CACHE and BTEC.
- 9.2 The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed as soon as possible.
- 9.3 Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers and the learning coaches.
- 9.4 At Key Stage 4, all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. All candidates will take English, Mathematics and Science. Plymouth Studio School will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.
- 9.5 At Key Stage 5, all candidates will be entered for personalised programmes at Level 2 and Level 3.

### **10 Examination Seasons**

- 10.1 Internal exams are scheduled once a term. (All internal exams are held under external exam conditions).
- 10.2 External exams are scheduled in June.

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### **11 Timetables**

- 11.1 Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams.

### **12 Entries**

- 12.1 Candidates are selected for their exam entries by their learning coaches. Candidates, or parents/carers, can request a subject entry, change of level or withdrawal. The centre does not accept entries from external candidates except under exceptional circumstances.
- 12.2 Entry deadlines are circulated to the Curriculum Leaders. Late entries will only be authorised by the Curriculum Leaders and Exams Officer.

### **13 Registrations**

- 13.1 Registrations will be monitored and double checked. Certification claims will be double checked to ensure that they reflect student achievement prior to submission. When certificates are received they will be checked against student records prior to issue.
- 13.2 The centre will pay all normal exam fees on behalf of candidates.
- 13.3 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.

### **14 Disability Discrimination Act 2005 (DDA)**

- 14.1 The provisions of the DDA apply to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **15 Special Needs**

- 15.1 A candidate's special needs requirements are determined by the SENCO and education psychologist/specialist teacher.
- 15.2 The SENCO will inform learning coaches of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

### **16 Access Arrangements**

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- 16.1 Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Officer.
- 16.2 Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.
- 16.3 The Curriculum Leaders will submit estimated grades to the Exams Officer when requested by the Exams Officer.

### **17 Managing Invigilators**

- 17.1 External invigilators will be used where possible for internal exams and external exams. The recruitment of invigilators is the responsibility of the Senior Leadership team.
- 17.2 Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre.
- 17.3 Invigilators are timetabled and briefed by the Exams Officer.
- 17.4 Invigilators' rates of pay are set by the centre administration.

### **18 Exam Days**

- 18.1 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.
- 18.2 Site management is responsible for setting up the allocated rooms.
- 18.3 The Lead Invigilator will start all exams in accordance with JCQ guidelines. Learning Coaches may not be present at the start of the exam. A member of the Senior Leadership Team will be present at the start of each exam to identify students.
- 18.4 Exam papers must not be read by Learning Coaches or removed from the exam room before the end of a session. Papers will be distributed to the relevant Curriculum Leader at the end of the exam session.

### **19 Candidates**

- 19.1 The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

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- 19.2 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 19.3 Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- 19.4 The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.
- 19.5 The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.
- 19.6 Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer or the Exam Invigilator to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor. The Exams Officer will then apply to the awarding body for special consideration before the end of the exam season.

## **20 Coursework/Controlled Assessments**

- 20.1 Candidates who have to prepare coursework or controlled assessments should do so by the internal deadline set by the school.
- 20.2 Curriculum Leaders will ensure all coursework, controlled assessments and portfolio work is ready for dispatch at the correct time. The Exams Officer will keep a record of what has been sent, when and to whom. Marks for all internally assessed work and estimated grades are provided to the Exams Officer by the Curriculum Leaders.

## **21 Appeals Against Internal Assessments**

- 21.1 Appeals will only be considered if they apply to the process leading to a national qualification.
- 21.2 Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- 21.3 Appeals should be made in writing by 30 April to the Principal Designate (or other nominee) who will decide whether the process used conformed to the necessary requirements; The Principal's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

## **22 Results**

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- 22.1 Candidates will receive individual results slips on results days in person at the centre. Arrangements for the school to be open on results days are made by the Principal. The provision of staff on results days is the responsibility of the Principal.

### **23 Enquiries about Results (EARS)**

- 23.1 EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- 23.2 If a result is queried, the Exams Officer, teaching staff and Principal Designate will investigate the feasibility of asking for a re-mark at the student's expense. The student's written permission must be given for this.

### **23 Access to Scripts (ATS)**

- 23.1 After the release of results, candidates may ask subject staff to request the return of papers within three days' for scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. GCSE remarks cannot be applied for once a script has been returned.
- 23.2 Certificates are presented to students at the school's Annual Certificate Event. Students may also collect their Certificates in person at the school.
- 23.3 Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing.
- 23.4 The centre retains certificates for six years.