



The Farnborough Academy

Centre Number 28382

EXAM POLICY 2018/19

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The purpose of this 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 exam system with clear guidelines for all relevant staff
- To ensure the planning and management of exams is conducted in accordance with the SAT equal opportunities policy.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

This policy will be reviewed annually.

This policy will be reviewed by the Senior Leader responsible for Achievement

1. Exam Responsibilities

Head of Centre, Mr M Jobling, Head of School, has overall responsibility for the school as an exam Centre:

- Advises on appeals and re-marks
- Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice in accordance with the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer

Manages the administration of public and internal examinations:

- Advises SLT, subject leaders, class tutors and support staff and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Produces exam timetables and communicates with staff with regard to entry deadlines
- Ensure that candidates and parents/carers are informed of and understand those aspects of the exam timetable that will affect them.
- Ensure that teaching staff are aware of controlled assessment /Non examined Assessment (NEA) deadlines and that assessments are completed on time and in accordance with JCQ guidelines
- Ensures that estimated entries are received by the exam boards on time

- Receives, checks and stores securely all exam papers when received, and ensures completed scripts are securely stored prior to dispatch
- In consultation with the SENCO, ensures access arrangements have been applied for using JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages timetable clashes
- Accounts for income and expenditures relating to all exam costs/ charges.
- Organisation of the invigilation team for exams. This includes recruitment and training
- Submits candidates' coursework and NEA marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals or re-mark requests

Faculty Leaders

- Guidance and support of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of controlled assessment / NEA marks sheets and declaration sheets, allowing time for internal appeals.

Deputy Head Teacher

- Prepares and presents to SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Analysis of results following exam sessions
- External validation of courses followed at KS4

Careers Coordinator

- Guidance and careers information

SENCO

- Administration of access arrangements
- Identification and testing of candidates, requirements for access arrangements
- Provision of additional support to help candidates achieve their course aims

Invigilation Staff

- Preparation of the hall before the exam
- Distribution of exam papers and materials
- Collection of all exam papers and materials at the end of the exam

Candidates

- Confirmation that they have been entered for the correct examinations
- Understand controlled assessment and NEA regulations and signing of the declaration that authenticates their work as their own

2. Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head Teacher, Deputy Head Teachers and SLT.

Currently offered at this centre are GCSE, BTEC, OCR Nationals in Creative I Media and NCFE V Cert Level 1 and 2.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents and carers, Head of School and Deputy Head Teacher.

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam Sessions and Timetables

External exams are currently scheduled in May /June and take place in the main hall.

Internal exams are held under external exam conditions in the main hall in November and March

Timetables once confirmed, will be circulated to candidates and staff accordingly.

4. Entries, Entry Details and Late Entries

It is the policy of this academy that when a pupil begins a GCSE or other course in Y9 or Y10, there is an entitlement for entry for the relevant examination, usually in Y11. This situation should be the norm for all pupils; the non entry of a pupil for the public examination at the end of the course should only happen in exceptional circumstances.

The following are examples of the type of situation where non entry might be proposed:

- The pupil has a special educational need which may mean the sitting of the exam would be an ordeal and one which neither the pupil or their parent wish to undergo
- Pupil attendance is below 40%- (parents\carers must be aware of the possibility of non entry through regular communication)

The final decision regarding non entry will be made in a formal process which involves the pupil, his/her parents, the subject teacher, Head of Faculty, Head of Year, SENCO and Deputy Head Standards. The proposal of this panel will then pass to the Head of School, who will make the final decision.

Candidates, parents and carers can request a subject entry, change of level or withdrawal. Final decisions lie with the SLT.

Entry deadlines will be circulated to Faculty Leaders via email at the start of each academic year.

Late entries are authorised by the Head Teacher.

5. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees will also be paid by centre.

If a candidate is absent for an exam without a specific reason, the administration costs will be passed on to parents\carers.

6. The Equality Act 2010, Special Educational Needs and Access Arrangements

In compliance with the Equality Act 2010, the academy will explore and provide access to suitable courses, submit applications for reasonable adjustments and will make reasonable adjustments to the service the centre provides to disabled candidates

A candidate's special needs requirements are determined by the SENCO and Educational Psychologist.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.

Submitting completed access arrangement applications to the awarding bodies is undertaken by the SENCO in conjunction with the Exams Officer.

Rooming for access arrangement will be arranged by the Exams Officer. Invigilation for access arrangement candidates will be organised by the Exams Officer. Support for access arrangement candidates will be organised by the SENCO.

7. Managing invigilators and exam days

External invigilation staff will be used for all external exams.

The recruitment of invigilators is the responsibility of the exams officer.

Invigilation staff will have DRB clearance; the fee of which will be met by the school.

Invigilation staff will be timetabled and briefed by the Exams Officer.

Invigilators' rates of pay is set by Spencer Academies Trust

Teaching staff can be present before the exam to offer reassurance/encouragement to candidates **outside** the exam rooms. Only members of the SLT, approved by the Head of Centre may be present in the exam room at the start of the exam. The SLT members will follow the JCQ 'people present in the exam hall' guidance. Exam papers will only be made available to subject leaders once scripts have been despatched.

In practical exams subject teachers may be on hand in case of any technical difficulties.

The exams officer will book all exam rooms, arrange the exam desk set up and make the question papers, other exam stationery and materials available for the invigilator.

The lead invigilator will start all exams in accordance with JCQ guidelines and be the main support for assistant invigilators.

8. Candidates, clash candidates and special consideration

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

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may not leave the exam hall unless for a genuine, medical reason. They will be escorted in and out of the hall by an invigilator.

The Exams Officer will make every attempt to contact candidates who are not present at the start of the exam and deal with them in accordance with JCQ guidelines.

Candidates who have a timetable exam clash within a session, will complete one exam before starting the next. A short 20 minute break, under supervision, will be given in accordance to JCQ guidelines. If the clash means the timing of the papers exceeds 3 hours, the candidate will complete one of the papers in the other session that day and will remain supervised and isolated as per JCQ guidelines.

The exams officer will be responsible as necessary for arranging overnight stays as per JCQ guidelines.

Should a candidate be unable to attend an exam due to illness, bereavement or trauma, or become ill during the exam or be otherwise disadvantaged, then it is the responsibility of the candidate to inform the Exams Officer, invigilator, centre to that effect.

The Exams Officer will then forward a completed Special Consideration form to the relevant awarding body within 7 days of the exam.

9. Controlled Assessment and Internal Assessment Appeals

Candidates who have to complete controlled assessment should do so by the end of the course.

Faculty Leaders will ensure that all controlled assessment marks are completed and returned to the Exams Officer by the date given.

Faculty Leaders will ensure all controlled assessment material is ready to be dispatched at the appropriate time. The Exams Officer will keep a record of all dispatches.

The *Internal Assessment Appeals Policy* is available from the Exams Officer. The Head of Centre and Deputy Head Teacher will conduct any investigation necessary.

10. Results, enquires about results (EARs) and access to scripts (ATS)

Candidates will receive individual results slips on results day. They must come to the centre in person, or send a signed letter giving permission for another individual to collect their results on their behalf. Results will not be given via email or telephone to candidates.

The provision of staff on results day is the responsibility of the Head of Centre

Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

The exams officer will:

- Provide information to candidates and staff on the services provided by awarding bodies and the fees charged;
- Publish internal deadlines for requesting services
- Provide a process to record requests for service and collect candidate informed consent and fees where relevant;
- Submit requests to awarding bodies to meet the external deadline;
- Track requests to conclusion and inform the relevant centre staff and candidates of the outcome

The centre will bear the cost of any re-marking requested by Heads of Faculty. Decision on whether re-marking is necessary lies with the Head Teacher.

An internal appeals procedure (SAT Compliant Policy) is available where candidates disagree with the centre decision not to support an enquiry about results or when the centre decides not to appeal against the outcome of an enquiry about results.

After the release of results candidates and centre staff can request the return of papers for investigation or teaching purposes, however candidate consent must be obtained and GCSE re marks can not be requested once a script has been returned.

10. Certificates

Final certificates usually arrive in the centre two months after results day. Candidates will be invited to the centre to collect their certificates. A signature will be required. A third party may collect certificates on behalf of a candidate provided they have authorisation to do so; a letter signed by the candidate will suffice.

Certificates cannot be replaced. Candidates can apply to the relevant awarding body for a replacement “Statement of Results” and will have to bear the costs incurred.

Head of Centre – Mr M Jobling

Exams Officer – Mrs J Collins

Date

Renewal Date

__September 2019__