THE
ADEYFIELD ACADEMY

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Exam Policy

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Co-ordinator: **Mr A Hoque**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

This process is reviewed and updated annually to ensure compliance with current requirements and regulations and reflects centre practice. Reference in the process to GR relates to relevant sections of the current JCQ document General Regulations for Approved Centres

1. Purpose

- 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 two years.
- The exams policy will be reviewed by the Exams Officer and the SLT Line Manager responsible for Examinations.
- Where references are made to JCQ regulations and/or guidelines, further details can be found at www.jcq.org.uk

2. Exam Responsibilities

The Head of Centre:

- Has overall responsibility for The Adeyfield Academy as an exams centre and advises on appeals and remarks
- Is responsible for reporting all suspected or actual incidents of malpractice as outlined in the JCQ document 'Suspected Malpractice in Examinations and Assessments'
- Is responsible for ensuring that the SENCo is appropriately qualified to perform their role

The Exam Officer:

- Manages the administration of internal and external exams
- Advises SLT, Heads of Faculty / Curriculum Lead, subject teachers and other relevant staff on annual exam timetables and procedures as set by the Awarding Bodies
- Oversees the production and distribution to all staff and candidates of an annual calendar of exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and parents/carers are informed of and understand those aspects of the exam timetable that will affect them
- Checks with teaching staff that the necessary controlled assessments / non-examination assessments / coursework 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 exams
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are despatched as per the guidelines
- Works with the SENCO to administer 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 entries
- Organises the recruitment, training, monitoring and line management of a team of Exam Invigilators responsible for the conduct of exams
- Ensures candidates'-controlled assessment /non-examination assessment /coursework marks, and any other material required by Awarding Bodies, are submitted correctly and on time with the assistance or teaching staff

- Tracks and despatches-controlled assessment / non-examination assessment / coursework and distributes material returned by Awarding Organisations to the appropriate Head of Faculty / Curriculum Lead
- Arranges for distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

Senior Leaders:

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications
- Support the SENCo in identifying and implementing appropriate access arrangements

Heads of Faculty/Curriculum Lead:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Accurate completion of entry marksheets and adherence to deadlines as set by the Exams Officer
- Accurate completion of controlled assessment/non-examination assessment /coursework marksheets and declaration sheets
- Decisions on post-results procedures
- Administering controlled assessment / non-examination assessment / coursework
- Support the SENCo in identifying and implementing appropriate access arrangements
- Retaining and storing controlled assessment / non-examination assessment securely for the required period. Disposing of any materials no longer required in an appropriate manner

Subject Teachers:

- Supplying information on entries and controlled assessment / non-examination assessment / coursework marks as required by Heads of Faculty / Curriculum Lead
- Ensuring that all learners are aware of JCQ regulations regarding NEA and coursework

SENCo:

- Identifying requirements and arranging testing of candidates for access arrangements
- Administer access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access Arrangements, reasonable adjustments and special consideration
- Notifying the Exams Officer so that applications for approval can be made in good time and external deadlines are met
- Working with the Exams Officer to implement approved access arrangements required by candidates in exam rooms
- Attending training to ensure that they are up to date with changes in policy and procedure
- Ensuring that the AA assessor is appropriately trained to perform the role

The Exam Assistant and Invigilators:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations
- Collecting exam papers and other material from the Exams Office before the start of an exam
- Collecting all exam papers in the correct order at the end of an exam and ensuring their return to the Exams Office

Candidates:

- Checking their individual Statements of Entries and confirming entries that they expect to be made
- Understanding controlled assessment / non-examination assessment / coursework regulations and signing a declaration that authenticates the work as their own
- Ensuring that they conduct themselves in all exams according to the JCQ regulations

3. Qualifications Offered

- The qualifications offered at this centre are decided by the Curriculum Lead and Headteacher.
- The types of qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals/Technical, Functional Skills, Vocational Awards and King's Trust.
- The subjects offered for these qualifications in any academic year can be found in the school's published prospectus or similar documents for that year. Decisions related to changes to specifications are the responsibility of the Curriculum Manager and the Head of Faculty / Curriculum Lead. If there is to be a change of specification for the next year, the Head of Faculty / Curriculum Lead should inform the Exams & Data Manager by the end of the Spring Term.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Year and or Assistant Headteacher.

4. Exam Series

- Internal exams (mock or trial exams) and assessments are scheduled in November and February. End of year mock exams may also be scheduled at the end of June for years 10 and 12.
- External exams and assessments are scheduled in November, January and May/June. On-screen tests, coursework and NEAs may be carried out at other times during the year
- Year 11 internal exams are held under external exam conditions, where possible.
- The centre may offer assessments on an on-demand basis (for example, Functional Skills)

5. Exam Timetables

- Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins.

6. Entries, Entry Details and Late Entries

- Candidates or parents/carers can request a subject entry, change of level or withdrawal
- Teaching staff are responsible for informing the Exams Officer of any changes to tiers/levels prior to the entry deadline
- MLT/SLT may elect to remove learner entries providing they have followed the correct internal procedures
- The centre accepts entries from private candidates at the discretion of the Head of Centre
- Members of staff may sit examinations at the centre at the discretion of the Head of Centre if they have exhausted all other options of finding another centre
- In certain circumstances, the centre may act as an exams centre for other organisations (e.g.: transferred candidates)
- Entry deadlines are circulated to Heads of Department/ Curriculum Lead via email & briefing meetings
- Heads of Faculty / Curriculum Lead 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 of the member of SLT with responsibility for examinations.

7. Exam Fees

- Candidates or Faculties 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. All changes to examination entries must be agreed with Data/Exams SLT before being made in writing to the Exams Officer.
- The Exams Officer will publish the deadline for action well in advance for each exam's series.
- Late entry or amendment fees are paid by the centre, faculty or candidate depending upon the circumstances.

8. Fee reimbursements from candidates:

- If they fail to sit an examination with medical evidence or evidence of other mitigating circumstances
- If they fail to meet the necessary controlled assessment/ non-examination assessment/ coursework requirements with medical evidence or evidence of other mitigating circumstances
- Fee reimbursements may be sought if a candidate fails to sit an examination without mitigating circumstances. This is the responsibility of the Assistant Headteacher (Pastoral).
- Re-sit fees are paid by the centre or candidates - this is decided on a case-by-case basis.

9. 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 provided in accordance with requirements defined by the legislation, Awarding Bodies and JCQ. This is the responsibility of the Head of Centre.

10. Access Arrangements

- The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during each subject during normal teaching time and in any assessments or exams.
- Subject teachers can also inform the SENCo of a learner's needs but this must be done well in advance of the exam season to show that arrangements in place are the learner's 'normal way of working'.
- A candidate's access arrangement requirement is determined by the SENCo, in consultation with subject teachers, Heads of Faculty / Curriculum Lead and Heads of Year
- Subject teachers are required to provide evidence in a timely manner in order to support an Exam Access Arrangement assessment being completed
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo
- Rooming for access arrangement candidates will be arranged by the Exams Officer with support from SENCo
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer with support from SENCo

11. Managing Invigilators

- External staff will be used to invigilate external examinations
- LSAs may be used as scribes/readers for access arrangements in exams for 1:1 leaner if it is in the best interests of the candidate, but must also have an invigilator present in the room during external examinations
- Recruitment of invigilators is the responsibility of the Exams Officer
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Manager/assistant
- DBS fees for securing such clearance are paid by the centre
- Invigilators rates of pay are set by the Governing Body
- Invigilators are recruited, timetabled, trained and briefed by the Exams Officer
- Invigilators are required to complete Trust training through The National College. This will be set by the Trust HR team.

12. Malpractice

- The Headteacher, in consultation with Exams Officer and Heads of Faculty / Curriculum Lead, is responsible for investigating suspected malpractice, in line with JCQ guidelines. This includes reporting any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or administrative staff. See Malpractice policy for further guidance

13. Exam Rooms

- The Exams Officer is responsible for booking exam rooms (after liaising with other users) and making question papers, other exam stationery and materials available for the invigilator(s).
- The Site Manager is responsible for setting up the allocated rooms and will be advised of the requirements in advance.
- If learners require alternative rooming due to access arrangements, this must be arranged in advance of the first exam through communication between the Exams Officer and the SENCo.
- It may be necessary on the day of an exam to provide emergency alternative arrangements e.g. a candidate is unwell; a candidate is disruptive. Suitable alternative emergency rooms must be identified in advance of the exams. A trained invigilator will be required to conduct 1:1 supervision.

14. People in the Exam Room

- The invigilators will start and finish all exams in accordance with JCQ guidelines.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- SLT must be present at the start of the exam to assist with identification of candidates. Any staff present must adhere to the rules defined by JCQ concerning who is allowed and what they can do. No members of teaching staff will be allowed into the exam room if their subject is being examined.

15. Management of Exam Papers

- In accordance with JCQ requirements, the second pair of eyes check of exam packets will take place in the secure store room by the Exams Officer and a lead invigilator and in each exam room by two invigilators.
- 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 Faculty / Curriculum Lead 24 hours after the scheduled end time of the exam in accordance with JCQ regulations.

16. Informing Candidates

- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the Heads of Year in an assembly and an 'Exam Expectations' booklet will be distributed to candidates. This will contain JCQ guidance on exam procedures, NEA, malpractice, use of AI and any other relevant information. This booklet will also be emailed out to candidates to ensure anyone not present at the assembly also receives the information.
- Subject teachers are expected to inform their candidates of any course specific information, particularly with regards to coursework and NEA rules and regulations.
- Candidates will be required to sign a 'Candidate Declaration' to ensure they understand the rules of the examinations and to identify any learners who require further guidance.

17. Uniform

- The centre's published rules on acceptable dress and behaviour apply at all times. Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

18. Candidate Equipment

- 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.

19. Disruptive Candidates

- Disruptive candidates are dealt with in accordance with JCQ ICE guidelines. Candidates will be issued with a warning for low-level behaviour which will be noted in the Exam Room Log.
- If candidates are causing ongoing disruption to other candidates the Exams Officer/SLT will be contacted to remove the candidate.

20. Exam Timings

- Candidates are expected to stay for the full exam time at the discretion of the Exams Officer and Invigilators. Where it is in the best interests of the candidate to allow them to leave early (need identified by the SENCo in conjunction with SLT and HOY), they must remain in the exam room for the first hour after the published start time of the exam.
- Candidates who leave an exam room during an exam must be accompanied by an appropriate member of staff at all times.

21. Late Candidates

- The Exams Officer is responsible for dealing with late or absent candidates on exam day. Candidates who arrive later than the exam board's published start time will be allowed to sit the exam and will be allocated the full exam time provided it is within an hour of start time. Candidates must read the invigilator's announcement before entering the exam room.
- Candidates who arrive very late (one hour past the published start time) will not be allowed to sit the exam.

22. Absence

- When a candidate is identified as being absent, this will be notified on the exam room register. The attendance team will make efforts to contact the candidate to encourage them to attend the exam.
- For public exams, candidates may be issued with an invoice for the entry fees of the missed exam/s.

23. Private/External Candidates

- It is not The Adeyfield Academy's policy to accept private/external candidates. This may be revised if the candidate is a member of staff who wishes to be entered for a public examination for CPD purposes.

24. Clash Candidates

- The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. In accordance with JCQ guidelines, learners may apply for special consideration for fatigue if they sit multiple exams in one day that total more than 6 hours for GCE and 5 ½ hours for GCSE including supervised rest breaks/approved extra time allowances.
- If the candidate has more than two exams in one day, the supervised rest break between each exam can be longer than 20 minutes.
- Where a clash occurs, candidates must be kept under constant supervision between exams. They must not be in possession of an electronic device but may revise using their own resources.

25. Overnight Candidates

- The Adeyfield Academy will always attempt to schedule clash exams within the same day to avoid overnight supervision. If overnight supervision is unavoidable, a parent/carer will be asked to assume responsibility for the candidate, ensuring that they do not have access to any device that is internet enabled. Parents/carers will be asked to sign documentation to prove that they have followed all JCQ guidelines regarding overnight supervision.

26. Pirate Candidates

- A 'pirate candidate' is defined as a candidate who sits an exam but has no entry. Once verified with SLT / Head of Curriculum that the candidate is a legitimate candidate, they can be entered as a very late entry. A secure paper may need to be downloaded if there is not a spare physical copy.

27. Special Consideration

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill, disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Exams Officer to that effect. The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam. The Exams Officer will make a special consideration application to the relevant Awarding Body within 7 days of the exam.

28. Certificates

- Candidates will receive their certificates
- In person at the centre (to be signed for)

- By post to their home address. This will be offered in exceptional circumstances and only where a candidate has provided a written request and made a payment to cover secure/signed for postage
- 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.
- If a candidate requests that a certificate is posted, the Exams Officer will ask the candidate to confirm in writing that they will bear the responsibility of replacing the certificate should it be lost in transit

29. Certificate Retention

- The centre is required to retain certificates for 1 year but may be kept for longer. Records of certificates collected will be kept by the Exams Officer. Candidates will be referred to the relevant Awarding Body in the event that they require replacement documents.