

# THE TELFORD PRIORY SCHOOL



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<b>Policy Review Cycle</b>	Annually
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## EXAMINATIONS POLICY

# The Telford Priory School Examinations Policy

## The Examination Policy

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### Purpose of the Examination Policy

- the planning, administration and management of exam and non-examination assessment processes are conducted efficiently and in the best interest of candidates
- all exams and external assessment processes are conducted in line with national and awarding body regulations
- there is an effective exam system in operation with clear guidelines for all relevant staff

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

This exam policy will be reviewed annually by the Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer

### Examination Responsibilities

#### Head of Centre is responsible for:

- the overall responsibility for the school as an exam centre
- ensuring all suspicions or actual incidents of malpractice are reported as per the JCQ document *Suspected malpractice in examinations and assessments*

#### Assistant Head of Assessment, Recording and Reporting is responsible for:

- the external validation of courses followed at Key Stage 4
- advising on appeals and re-mark requests
- arranging contingency planning for exam administration
- overseeing the investigation of suspected cases of malpractice
- overseeing the tracking and intervention strategies used to monitor candidate performance
- monitoring Progress 8 and Attainment 8 for candidates at Key Stage 4

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## **Data, Exam and Reports Officer is responsible for:**

- the management and administration of public and internal exams and the analysis of exam results
- advising the Senior Leadership Team, Subject Leads / Heads of Department, teachers, parents / carers candidates and all other relevant parties on annual exam timetables and the application procedures as set, by the various awarding bodies
- overseeing the production and distribution to staff, parents / carers and candidates of an annual calendar for all exams in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events
- ensuring that candidates and their parents / carers are informed of and understand those aspects of the exam timetable that will affect them
- consulting with teaching staff to ensure that necessary non-examination assessment work is completed on time and in accordance with JCQ guidelines
- collating and providing detailed data on estimated entries (if required)
- receiving, checking and storing securely all exam papers and completed scripts
- administering access / emergency access arrangements in conjunction with the Special Educational Needs Coordinator (SENCO) and making applications for special consideration in line with the regulations in the JCQ publication *A guide to the Special Consideration Process*
- identifying and managing exam timetable clashes
- accounting for income and expenditure relating to all exam costs / charges
- line managing the lead exam invigilators and organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams
- submitting candidates' non-examination assessment marks, tracking despatch and in conjunction with departments storing returned assessment work and any other material required by the appropriate awarding bodies correctly and on schedule
- arranging for the dissemination of exam results and certificates to candidates and forwarding, in consultation with the Assistant Head of Assessment, Recording and Reporting any appeals / re-mark requests
- maintaining systems and processes to support the timely entry of candidates for their exams;
- contingency planning for exams administration in consultation with the Assistant Head of Assessment, Recording and Reporting
- contacting absent candidates on exam days
- notifying the awarding bodies of any conflicts of interest
- assisting with the investigation of any suspected cases of malpractice

## **Subject Leads/ Heads of Department are responsible for:**

- entering students for the appropriate qualification that will ensure they are given the best possible opportunity to achieve in their subject
- liaising with the Data, Exam & Reports Officer and informing them in September of any new qualifications they are considering or intending to offer
- ensuring that they and their department are familiar with the relevant assessment frameworks and objectives for all relevant exams
- ensuring candidates are fully prepared for external assessments through:
  - long and medium term planning
  - regular monitoring and formative assessment
  - practice and intervention strategies
  - providing timely revision sessions prior to all external exams whenever possible
- ensuring that all exam entries and non-examination assessment procedures are administered in a timely efficient manner through:
  - accurate completion of assessment mark sheets and declaration sheets

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- accurate completion of entry forms and other mark sheets
- adherence to deadlines as set by the Data, Exam & Reports Officer
- despatching all work on time and obtaining a certificate of posting
- analysing their subject's exam performance data and reviewing practice in light of this analysis, with consideration being given to:
  - performance against MEGs and prior attainment data
  - performance by teaching group
  - performance by sub groups including gender, ethnicity, pupil premium and SEN data

## **Teachers are responsible for:**

- identifying candidates and collating evidence of candidates who may potentially require access arrangements and then notifying their Subject Lead and the SENCO as soon as possible after the start of the course
- submitting the names of candidates for entries, amendments to their Subject Lead including any new or withdrawn candidates
- maintaining accurate records of the progress of candidates to enable the accurate prediction of results
- identifying candidates who are at risk of underperforming compared to expected levels of progress

## **SENCO is responsible for:**

- identifying and testing candidates to assess their requirements for access arrangements and then maintaining accurate records of their entitlement
- the administration of access arrangements
- gathering evidence of need in conjunction with teaching staff to support access arrangement applications;
- applying online for access arrangements
- notifying teaching staff and the Data, Exam and Reports Officer of the candidates with approved access arrangements
- arranging support for candidates entitled to access arrangements in exam and non-examination assessments as per the latest JCQ publication *Access Arrangements and Reasonable Adjustment booklet* and *Special Consideration Process guide*
- provides and annually reviews a centre policy on the use of word processors in exams and assessments
- ensuring all documentation is in date, stored securely and ready for inspection, as per JCQ regulations

## **Lead Invigilators / Invigilators are responsible for:**

- checking and ensuring in conjunction with the Data, Exam and Reports Officer that the day, date, time, subject unit / component and tier of entry prior to a question packet being opened are correct **(Lead)**
- collecting exam papers and other material from the exam store before the start of the exam
- starting the exam in line with the suggested wording provided by JCQ **(Lead)**
- checking that all the required equipment for the exam is available for candidates
- supervising candidates for the duration of the exam and ensuring that the exam is conducted in line with national and awarding body regulations
- taking an accurate register of all candidates sitting the exam **(Lead)**
- checking exam scripts at the end of the exam against the exam register and ensuring their safe return to the exam office
- informing the Data, Exam and Reports Officer of any missing / late candidates
- informing and logging any suspected cases of malpractice to the Data, Exam and Reports Officer to enable them to investigate and follow up

## **Candidates are responsible for:**

- checking their personal details and exam entries on their individual statement of entry;
- arriving at exams on time and in full school uniform
- reading, understanding and adhering to the rules and regulations laid down by JCQ for public exams

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- understanding and signing a declaration that authenticates the non-examination assessment work as their own

## **School Administration Officers / Site Managers are responsible for:**

- logging the date and time confidential exam material is received via post /courier in the exam log
- ensuring that confidential exam material is stored securely until delivered and signed for by the Data, Exam and Reports Officer

## **Qualifications Offered**

The qualifications offered at the school are decided by the Senior Leadership Team and Subject Leads / Heads of Department.

The main qualification currently offered is the GCSE. In addition, BTECs, OCR Cambridge Nationals and RSL Award qualifications are offered

A list of the subjects delivered in these qualifications may be found in the school's published prospectus.

## **Examination Sessions & Examinations Timetables**

### **Examination Seasons**

External exams are predominately scheduled in January, May and June. On demand exams can be scheduled at any time throughout the academic year.

Internal exams can be scheduled on request by Subject Leads / Heads of Department. Mock exams will take place under formal exam conditions at key scheduled times in the year decided by the Assistant Head of Assessment, Recording and Reporting.

### **Examination Timetables**

The Data, Exam and Reports Officer will produce the mock exam timetable(s). Internal and external exam timetables will be circulated to all relevant parties.

### **Examination Entries**

Subject Leads and subject teachers select the exam entries for candidates.

Requests to change the tier of entry or withdraw an exam entry received from candidates or parents / carers will only be accepted if they have been agreed by the Subject Lead after consultation with the Assistant Head of Assessment, Recording and Reporting.

Late entries or changes to the tier of entry after the entry deadline will only be accepted if they are authorised by the Subject Lead.

Entry deadlines are circulated by the Data, Exam and Reports Officer to Subject Leads via e-mail.

The school administrator will inform the Data, Exam and Reports Officer of new entrants to the school. Subject Leads are responsible for notifying the Data, Exam and Reports Officer of any exam entries or registrations that need to be made for new students.

The school only accepts entries from external candidates from members of staff.

The school does not act as an exam centre for other organisations.

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## **Examination Fees**

The school will pay all normal exam fees and registrations.

Avoidable late entry or amendment fees are paid for by departments.

Fee reimbursement is sought from candidates who fail to sit an exam or who do not fulfil the necessary non-examination assessment requirements, unless they are able to provide medical evidence or evidence of other mitigating circumstances.

## **The Disability Discrimination Act (DDA)**

The school publishes a separate Equality policy and All Eventualities policy which are available from the Data, Exam and Reports office.

The Equality Act (2010) and Disability Discrimination Act (2005) – All staff involved in the exam process must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

<http://odi.dwp.gov.uk/docs/wor/new/ea-guide.pdf>

*'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her / his ability to carry out normal day to day activities'*

The school will meet the requirements of the DDA by ensuring that the school is accessible to all candidates. The responsibility for this lies with the Head of Centre and the SENCO who in turn will ensure the centre provides the appropriate adjustments for candidates with disabilities and learning difficulties.

## **Managing Examination Invigilators**

External invigilators and support staff are used to invigilate public exams.

Recruitment of exam invigilators is the responsibility of the Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer.

Securing DBS clearance for new exam invigilators is the responsibility of the School Human Resources Officer, the fees for which will be met by the school.

Exam invigilators are timetabled and briefed by the Data, Exam and Reports Officer.

Exam invigilators' rates of pay are set by the school.

## **Examinations Days**

The Data, Exam and Reports Officer will book all exam rooms after liaising with other users. They will also make sure the question papers, exam stationery and other materials are available to the lead invigilator.

The site management team is responsible for setting up the allocated exam rooms, in line with JCQ regulations.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject teachers may be on hand in practical exams 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.

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Only exam invigilators acting as a reader or scribe may read the exam paper.

Papers will be distributed to Subject Leads by the Data, Exam and Reports Officer on the next working day.

Senior members of staff approved by the Head of Centre may be present at the start of the exam to assist with the identification of candidates, to instil discipline and check candidates have been issued with the correct paper and have the necessary equipment.

In accordance with JCQ guidelines, subject staff may not be present in the exam room unless called upon to resolve a problem which the exam invigilators are unable to answer, such as a suspected error on the question paper.

## **Clash Candidates & Special Consideration**

### **Clash Candidates**

The Data, Exam and Reports Officer will be responsible as necessary for arranging escorts, identifying a secure venue and arranging overnight stays (where applicable) for any candidate who faces an exam clash on their exam timetable.

### **Special Consideration**

If a candidate feels they are eligible for special consideration as they have been disadvantaged or disturbed during an exam, this may be due to illness, a recent bereavement or some other trauma, it is their responsibility or that of their parent / carer to alert the school, the Data, Exam and Reports Officer or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence, such as a letter from the candidate's doctor, within three days of the exam. The Data, Exam and Reports Officer will then forward a completed special consideration request to the relevant awarding body within seven days of the exam.

If an unforeseen event affects the running of the exam, for example a prolonged fire alarm or unexpected interruption, the Data, Exam and Reports Officer will apply to the awarding body for special consideration.

## **Regulations & Malpractice**

### **Regulations**

- The school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- The Data, Exam and Report Officer will attempt to contact any candidate who is not present at the start of an exam and then deal with them in accordance with JCQ guidelines.
- Candidates are expected to stay for the full length of an exam.
- Candidates who leave the exam room temporarily for a genuine purpose must be accompanied by a member of staff at all times.
- The Data, Exam and Reports Officer is responsible for handling late or absent candidates on exam days.

### **Malpractice**

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The Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer is responsible for investigating suspected cases of malpractice, on behalf of the Head of Centre. Any suspected case of malpractice must be reported to the Data, Exam and Reports Officer immediately. A full investigation will then take place as per *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures*, a report will then be forwarded to the awarding body. Their decision will be conveyed to all concerned parties and a right of appeal is available to anyone accused of malpractice.

## **Non-Examination Assessment & Appeals against Internal Assessments**

### **Non-Examination Assessment**

The school publishes a separate policy on Non-Examination Assessments which is available from the Data, Exam and Reports office; it lists the responsibilities of the relevant staff in terms of organising, administering and overseeing non-examination assessments.

### **Appeals Against Internal Assessments**

The school publishes a separate policy on “Appeals against Internal Assessment”, which is available from the Data, Exam and Reports office.

The main points are:

- appeals can only be made if they apply to the process and procedures used in assessing work, an appeal cannot be made against the mark or grade awarded;
- candidates may appeal if they feel their non-examination assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
- appeals should be made in writing by candidates within 3 working days of requesting and receiving a copy of their marked work, the relevant specification, the marks scheme any other associated subject-specific documents;
- the appeal panel findings will be formally reported back to all parties concerned with any significant irregularity being report to the awarding body.

### **Contingency Planning**

The school publishes a separate policy on “Contingency Planning”, which is available from the Data, Exam and Reports office.

The Joint Contingency Plan published by Ofqual in February 2015 and updated on 20<sup>th</sup> March 2020 should be referred to in the event of a major disruption to the exam system.

## **Results, Enquiries about Results (EARS) & Access to Scripts (ATS)**

### **Results**

- Candidates will receive individual results slips on results’ day, either in person at the school or by post to their home address for which candidates should provide a self-addressed envelope.
- Arrangements for the school to be open on results’ day is the responsibility of the Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer.
- The provision of staff on results’ day is the responsibility of the Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer.
- Release of information to the public and press is the responsibility of the Head of Centre.

### **Results, Enquires About Results (EARs)**



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- EARs may be requested by Subject Leads or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Data, Exam and Reports Officer and the Assistant Head of Assessment, Recording and Reporting will investigate the feasibility of asking for a re-mark at the expense of the school.
- When the school does not uphold an EAR application, a candidate may still request for an enquiry to be made providing they have paid the relevant fee prior to the deadline for submitting the application.
- The consent of candidates must be obtained for all EARs requiring a clerical re-check or a review of the marking.

## Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of their exam scripts; a fee may be payable for this service.
- Subject Leads may request for exam scripts to be returned for teaching and learning purposes after obtaining the consent of candidates.
- Reference to the awarding bodies' criteria will need to be made to see if a GCSE re-mark can be applied for once a script has been returned.

## Certificates

- Certificates are presented in person on Awards Evening.
- Certificates may be collected by candidates or by their parents / carers.
- The school retains certificates for a minimum of two years.
- Candidates who mislay their exam certificates must contact the awarding body for confirmation of their grades.

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Date