

# Examinations Policy

## 2023/24

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Richard Tandoh	
Review Date	20 <sup>th</sup> March 2025

### Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	<b>Arthur Barzey</b>
Exams officer	<b>Richard Tandoh</b>
Senior leader(s)	<b>Judith Blunden</b>
ALS lead/SENCo	<b>Lois Burgees</b>

## **Mission Statement for Examinations**

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**HERON HALL PLEDGES TO ADHERE TO ALL JCQ REGULATIONS. HERON HALL WILL UPHOLD THE INTEGRITY OF ALL EXAMS AND ENSURE ALL CANDIDATES EXAMS ARE CONDUCTED FAIRLY.**

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## EXAM POLICY PURPOSE

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The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- It is the responsibility of everyone involved in **Heron Halls** exam processes to read, understand, and implement this policy.
- The exams policy will be reviewed annually.
- The exams policy will be reviewed by the Head of Centre.
- Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

## ROLES & RESPONSIBILITIES

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### The Principal / Head of Centre :

- Has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice

### Exams Manager:

- Manages the administration of internal exams and external exams.
- Advises the senior leadership team (SLT), form tutors, heads of departments, class teachers and all relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- 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 of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Meets with subject leaders individually regarding estimated entries and actual entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Ensures candidates are aware of candidate numbers and seating arrangements for each external exam
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration in liaison with the SENCO.
- Identifies and manages exam timetable clashes.

- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.

**Heads of Department are responsible for:**

- Gaining subject specific knowledge where examinations are concerned (EG, access arrangements needed for their subject, what is and isn't allowed/ appropriate?)
- 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 officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets. CMF forms.

**Teachers are responsible for:**

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Liaising with the data department ensuring their class group registers are correct. This is crucial for entries.
- Ensuring that tiers are correct and finalised and highlight any students who may be subject to change

**The special educational needs coordinator (SENCO):**

- Identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators are responsible for:**

- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- Setting up the exam hall with candidate information on desks
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

**Candidates are responsible for:**

- Confirmation and signing of entries in collaboration with parents.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the JCQ regulations.

**Premises team**

- Setting up the exam hall as instructed by the exams officer
- All digital clocks are working

## IT Department/ support

- Ensuring laptops are made available upon the request of the exams officer
- The installation of all software necessary for administering exams

## **QUALIFICATIONS OFFERED**

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### Qualifications offered

- The qualifications offered at this Centre are decided by the Principal and Heads of Department.
- The types of qualifications offered are varied but at KS4 typically include GCSE and BTEC.
- Informing the exams office of changes to a specification is the responsibility of the Heads of Department.
- Decisions on whether a candidate should be entered for a particular subject will be taken by subject teachers in consultation with the principal.



## ADMINISTRATION OF EXAMS

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### Exam series

External exams and assessments are scheduled as required but typically May and June of each year.

### Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins. A draft timetable will be submitted to MLT (Middle leadership) during the autumn term.

### Entries, entry details and late entries

- Entry deadlines are circulated to heads of department/curriculum via email, notice board, and briefing meetings.
- Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
- The principal will authorize final entries submitted by Hods by January 31<sup>st</sup>
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the principal
- Candidates or parents/carers request for a subject entry, change of tier or withdrawal will be brought to the principal.
- The Centre does not act as an exams centre for other organizations and external candidates

### Exam fees

- The exams officer will publish the deadline for action well in advance for each exams series.
- All exam fees are paid by the centre.
- Candidates or departments will not be charged for changes of tier, withdrawals made within the allocated time ( subject to exam officers deadlines)
- Late entry or amendment fees are paid by the centre.
- Fee reimbursements are sought from candidates if they fail to sit an exam without a valid reason using deposit paid

### Equality Legislation

- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.
- All exam centre staff must ensure that they meet the requirements of any equality legislation.

### Estimated grades

- Heads of Departments are responsible for submitting estimated grades to the exams officer when requested by the exams officer.
- These will be shared with the Principal and SLT and clarification or adjustments requested where necessary

## **ACCESS ARRANGEMENTS**

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### Access arrangements

- A candidate's access arrangements requirement is determined by the SENCo/specialist teacher.
- Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of SENCo/specialist teacher.
- The SENCo/specialist teacher 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.
- 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 Exams Officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

## **ORGANISATION ON EXAM DAY**

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### Contingency planning

- Contingency planning for exams administration is the responsibility of the Principal
- Contingency plans are available and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.
- The contingency exams officer is Sam Osbourne

### Managing invigilators

- External staff will be used to invigilate examinations.
- Recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Principals PA / HR
- CRB fees for securing such clearance are paid by the centre.
- Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

### Exam days

- 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.
- Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- The Head of Centre/Invigilator/Exams Officer will start and finish all exams in accordance with JCQ guidelines.
- Subject leaders as directed by the exams officer may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- 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 in accordance with JCQ's recommendations and only after all candidates have completed it.
- After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

### Candidates

- The exams officer will provide written information to candidates in advance of each exam series.
- The centre's published rules on acceptable uniform and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. All personal belongings not permitted in the exam hall must be locked away in their lockers.
- 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.

- If mobile phones or any unauthorised item is found on a student they may be disqualified
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time but can leave early in accordance with JCQ guidelines at the discretion of the Lead invigilator or exams officer.

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

- The Exams Officer is responsible for handling late or absent candidates on exam day.

### Clash candidates

- The principal and Exams Officer will be responsible as necessary for supervising escorts, and identifying a secure venue.

## **INTERNAL ASSESSMENTS (CONTROLLED ASSESSMENTS)**

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### Internal assessment

- It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the exams office by the Heads of Department. The exams 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.

- See controlled assessment policy / internal appeals

## RESULTS

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- Candidates will receive individual result slips on results day
  - in person at the centre or by post to their home address
- The results slip will be in the form of a centre produced document.
- Arrangements for the centre to be open on results days are made by the Principal.
- The provision of the necessary staff on results days is the responsibility of the Principal.

### Enquiries about Results (EAR)

- EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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 cost of EARs will be paid by the centre or candidate as appropriate.
- All decisions on whether to make an application for an EAR will be made by principal.
- If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.
- All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

### Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written exam papers by the Awarding Body deadlines.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once an original script has been returned.
- The cost of EARs will be paid by the centre or candidate as appropriate and approved by the principal
- Processing of requests for ATS will be the responsibility of Exams Officer.

**Certificates**

- Candidates will receive their certificates in person at the centre
- 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.
- The centre retains certificates for 3 years.
- 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

**Checking candidates before exam**

All exam labels have student photos. The centre checks the candidate against this photo generated by our MIS

Head of centre

Exams Manager

*Arthur Barzey*

*R. TANDON*

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Date

20.03.24

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