



MOAT HOUSE SCHOOL EXAM POLICY

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Summer 2021 addendum

All staff trained in JCQ guidance on the determination of grades and implementation of the Centre Policy, including sections on malpractice. Headteacher and Deputy Headteacher to investigate suspected malpractice or maladministration. Staff to be asked to declare any conflict of interests in this exam series.

<https://www.jcq.org.uk/wp-content/uploads/2021/04/JCQ-Guidance-on-the-Determination-of-Grades-for-A-AS-Levels-and-GCSEs-Summer-2021.pdf>

The purpose of this exam 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.

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.

This exam policy will be reviewed by the Head teacher, Deputy Head and the exams officer.

1. Exam responsibilities

Head teacher

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Head teacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

- 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*
- Manages the recruitment of, a team of exams invigilators responsible for the conduct of exams.

Exams Officer

Manages the administration of public and internal exams and the Head teacher manages the analysis of exam results:

- advises the senior leadership team, subject and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- familiarises self with contents of ICE booklet, particularly new additions or amendments
- ensure staff and invigilators are up to date with changes in ICE booklet
- oversees the production and distribution to staff, management committee 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 exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts including the booking online and collection of scripts by Parcelforce
- administers access arrangements
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- Manages the organising of and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, tracks despatch 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/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- photocopies of enlarged papers/coloured paper etc

Subject teachers

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures
 - request papers
 - remark requests
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Teachers/SENDCo

Notification of access arrangements (as soon as possible after the start of the course).

- Submission of candidates' names.

SENDCo

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- 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.
- Train, annually invigilators, readers and others administering Access Arrangements.
- Record training given and those present.
- Lead invigilator/invigilators/those acting as readers/scribes, etc

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

2. The statutory tests and qualifications offered

The qualifications offered at this school are decided by the subject staff in liaison with the Head teacher.

The qualifications offered are GCSE, Cambridge Nationals, Entry Level and Unit Awards and Functional Skills.

If there has been a change of syllabus from the previous year, the exams office must be informed by the first week in September each year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates and the subject teachers. The final decision to be agreed with the Headteacher.

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

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in December.

External exams are scheduled in November, January, March and June.

All internal exams are held under external exam conditions.

Which exam series are used in the School is decided by the subject teachers.

3.2 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.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their exam entries by the subject teachers.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal.

The School does accept entries from external candidates.

4.2 Late entries

Entry deadlines are on the school calendar and circulated to teachers at staff meetings.

Late entries are authorised by the Head teacher.

5. Exam fees

The School will pay all normal exam fees on behalf of candidates. For dual registered candidates the cost will be reclaimed from the referring school.

Late entry or amendment fees are paid by School.

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.

6. Equality Legislation

All exam centre staff must ensure that they comply with the Equality Act 2010.

The centre will comply with the legislation by making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding organisations, and JCQ. Disabled candidates must be fully supported with appropriate access arrangements. This is the responsibility of the Senior Leadership Team.

7. The Equality Act 2010, special needs and access arrangements

7.1 THE EQUALITY ACT 2010

The Equality Act 2010 extends the application of The Equality Act 2010 to general qualifications. The Head teacher must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2 Special needs

A candidate's special needs requirements are determined by the SENDCO and educational psychologist / specialist teacher.

The SENDCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

7.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.

Rooming for access arrangement candidates will be arranged by the SENDCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the exams officer.

8. Contingency planning

Contingency planning for *exams administration* is the responsibility of the Exams Officer. Contingency planning covers the procedure for any disruption to exams, such as the centre being unable to open as normal during the examination period due to severe weather or unforeseen circumstances for example fire, invigilators who are unable to make their scheduled exam session and the incapacity of the Exams Officer. See [Appendix A](#).

The centre's contingency planning should be in line with the guidance provided by Ofqual, JCQ and awarding organisations.

<http://ofqual.gov.uk/documents/joint-contingency-plan-for-the-examination-system-in-england-wales-and-northern-ireland/all-versions/>

9. Internal governance arrangements

Moat House has in place an escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination administration be absent – See Appendix B.

10. Estimated grades

Estimated grades

The subject teachers will submit estimated grades to the exams officer when requested by the exams officer.

11. Managing invigilators and exam days

11.1 Managing invigilators

External invigilators may be used for external exams.

The recruitment of invigilators is the responsibility of the Head teacher.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the school administration.

DBS fees for securing such clearance are paid by the school.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the Local Authority.

11.2 Malpractice

The head of centre in consultation with *the Deputy Head* are responsible for investigating suspected malpractice.

11.3 Exam days

The Deputy Headteacher to check the correct examination papers have the correct date and time of day's examination with the Exams Officer.

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.

The exam officer is responsible for setting up the allocated rooms, including covering boards and displaying candidate information notices.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand 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. Papers will be distributed to subject teachers at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

After an exam, the exams officer will arrange secure storage and for the safe dispatch of completed examination scripts to awarding bodies.

12. Erratum Notices

The receipt of any erratum notices within the centre should be reported immediately to the Exams Officer. A copy of the erratum notice will be provided to each exam room where that examination is taking place and candidates notified accordingly.

13. Candidates, clash candidates and special consideration

13.1 Candidates

The exams officer will provide written information to candidates in advance of each exam series.

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.

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.

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.

The Head teacher is responsible for candidates who are late for their exams, or do not turn up at all.

13.2 Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

13.3 Special consideration

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 Headteacher, 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 Headteacher will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

14. Coursework and appeals against internal assessments

14.1 Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Subject teachers will ensure all coursework is ready for despatch 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 office by the subject teachers.

14.2 Appeals against internal assessments

The school is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the Head teacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head teacher's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

15. Results, enquiries about results (EARs) and access to scripts (ATS)

15.1 Results

Candidates will receive a Candidate Statement of Results on results day either in person at the school or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head teacher.

The provision of staff on results days is the responsibility of the Head teacher.

15.2 EARs

EARs may be requested by school staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the exams officer, teaching staff and Head teacher will investigate the feasibility of asking for a re-mark at the school's expense.

When the school does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

15.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Subject Staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

(See also section 5: Exam fees)

16. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The school retains certificates for six years.

17. Storage and collection of exam materials

Materials shall be delivered to the main school office.

Staff to inform Exams Officer as soon as possible and store delivered exam material in secure exams storeroom.

Exams Officer shall verify materials for delivery to exam store.

Exams Officer shall check in all exams against delivery note.

Copy of delivery note retained and copy forwarded to exam board as required

Exams stored in date order in exam safe.

Exams are checked off against timetable.

Exams involving erratum notices are identified.

18. Seating and identifying candidates in exam rooms

The Exams Officer to ensure a procedure is in place to verify the candidate's identity. The Headteacher and/or Deputy Head are present at the start of the examination to assist with the identification of candidates.

Verifying candidate identity procedure – Invigilators will have access to individual exam cards which are placed on the candidate's exam desk showing a photo of the candidate and their candidate number.

Invigilators will check identities of candidates once seated in the exam room. At the point the invigilator is identifying candidates, the attendance register should ideally be completed. In case of doubt the Invigilator will then call the Examinations Officer to verify if necessary.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

Any queries from invigilators regarding identities of candidates will be passed to the Exams Officer.

A private, external or transferred candidate who is not known to the school must show photographic documentary evidence to prove that she is the same person who entered/registered for the examination/assessment, eg passport or photographic driving licence.

Headteacher

Mrs Lucy Cooney

Exams Officer

Mrs Julie Hutchinson

Deputy Headteacher

Mrs Jane Thurston

Deputy Headteacher

Mrs Sarah Dadd

Date

The policy is next due for review
on 8/10/2021.

Amended on 13 April 2021

Appendix A – Contingency Planning

Centre is unable to open as normal during the examination period

Recommended actions:

- Centre to open for examinations and examination candidates only, if possible
- Centre to use alternative venues in agreement with relevant awarding organisations
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.
JCQ guidance: <http://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Invigilators are unable to make their scheduled exam session

Recommended actions:

- The Headteacher to identify staff that can be used as emergency invigilation cover. This cover can come from staff within the centre who have had no involvement in preparing the students for the exam in question, are not current students nor are they any relative, friend or peer of a candidate in the examination room
- Exams Officer to train staff that are likely to be used as emergency invigilation cover

The Exams Officer unable to come into the centre to manage the examinations

Recommended actions:

- The Exams Officer to inform the Headteacher and Deputy Head
- The Exams Officer to provide an update on the preparations for examinations on that day
- Senior Leadership Team to manage examinations within the centre. Advice can be sought from Exam Officers in other Stockport PRUs who have agreed to support each other's centre, if necessary.

The Exams Officer unable to come into the centre on Exam Result Day

Recommended actions:

- The Exams Officer to inform the Headteacher and Deputy Head
- Senior Leadership Team to manage exam results day.

- Headteacher / Deputy Head to access exam results online.

Awarding bodies designated contingency

The awarding bodies will designate a contingency day for examinations, Summer 2021. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in Summer 2021, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centre will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

Appendix B – Internal governance arrangements

Moat House has in place an escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination administration be absent;

Should the Headteacher be absent, one of the Deputy Heads will take over site administration.

