



Woolwich Polytechnic Exam Policy

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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 centre'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 Senior Leadership Team and the Examination Officer.

Where reference are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

1. Exam responsibilities

Head of centre (Mr. B. Parker & Mr T. Plumb)

Overall responsibility for the school/college as an exam centre:

- Has overall responsibility for the school as an exams centre and advises on appeals and re-marks
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Examination Officer (Mrs J. Woods)

Manages the administration of External and internal exams and analysis of exam results:

- Manages the administration of internal and external exams
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors 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
- 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
- Liaise and administers, in consultation with the SENCO, access arrangements, reasonable adjustments and 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*
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Assist the Data Manager in the preparation and presentation of 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
- Oversee the submission of candidates' coursework marks/controlled assessment/non-examination assessments, 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 Hods and SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Producing exam timetables showing venues and invigilators.
- Line Manages Senior/Lead Invigilator and Invigilation Team including the training so that they meet requirements.

Deputy Heads (Ms. G. Odutola)

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

Heads of Department

- Inform the Examination Officer of specifications being taught and estimated entries.
- Accurate entries submitted to the Examination Officer.
- Providing estimated grades.
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Checking the accuracy of entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examination Officer.
- Moderation and storage of coursework.
- Accurate completion of coursework mark sheets and declaration sheets.
- Posting of coursework.
- Involvement in post-results procedures.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission names of candidates to be entered for exams to heads of department.
- Submission of estimated grades to heads of department.
- Mark and be involved in the moderation of coursework.
- Will keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualification.

SENCO (Mrs V Smith)

- 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.
- Will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications or any other awarding bodies regulations.
- Invigilation and support for access arrangement candidates, as defined in the *JCQ access arrangements regulations* will be organised by the Examination Officer in consultation with the SENCO.

EAL

- Identification of pupils requiring support for English for speakers of other languages.
- Informing SENCO.

Lead invigilator/Invigilators

- Collection of exam papers and other material from the Examination Officer before the start of the exam.
- Ensure that the JCQ regulations for the conduct of exams are adhered to.
- Complete and sign exam registers.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Office for checking before posting.
- Oversee the work of Invigilators
- Will attend relevant in house training delivered by the Exams Office

Candidates

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Check accuracy of their statements of entries.
- Understand their timetable.
- Read the JCQ “Notice to Candidates” explaining the rules and regulations for the exams.

Associate staff

- Support for the input of data.
- Will support the Examination Officer in dealing with exam related deliveries and dispatches with due regard to security at all time
- Will support the Examination Officer in relevant matters relating to examination rooms and resources.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head, heads of department and the heads of sixth form.

The statutory tests and qualifications offered are NCTs, GCSE, IGCSE, GCE, LIBF, Key skills, ECDL (BCS), GNVQ, BTEC, Cambridge Technical and National qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Office must be informed in September at the start of the new academic year..

At key stage 4

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

At post-16

It is expected that most AS modules will be completed during year 12

3. Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled in September, November, December, February/March, and June and all held under external exam conditions.

External exams are scheduled in November, March and May/June with the exception if The London Institute of Banking and Finance whose exam schedule is throughout the academic year.

All internal/mock/PPE exams are held under external exam conditions.

Which exam series are used in the centre is decided by the head of centre, deputy head, heads of department and the senior leadership team.

3.2 Timetables

The exam timetables will be produced by The Examinations Officer in consultation with Ms L Williams. The Examination Officer will produce and circulate the external/internal exam timetables and seating plans once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

(www.jcq.org.uk) for Entry, Aggregation & Certification, Procedures & Rules booklet.

Candidates are selected for their exam entries by the heads of department and the subject teachers.

Entry deadlines are circulated to head of departments via email and the gateway.

A candidate or parent/carer can request a subject entry, change of level or withdrawal provided they pay all the current costs as published by the exam boards.

Upon the centre discretion and the Exams Officer, we may accept private entries.

4.2 Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by heads of department and Examination Officer. The department will pay for any surcharges due to late entries or amendments.

4.3 Retakes

Candidates are allowed 1 retake per subject or module in GCSE.

Candidates are allowed 1 retake per module or subject in AS.

Candidates are allowed 1 retake per module or subject in A Level.

Retake decisions will be made in consultation with the candidates, subject teachers, Examination Officer and the heads of department.

(See also section 5: Exam fees)

5. Exam fees

Entry level certificate initial registration and entry exam fees are paid by the centre.

ECDL initial registration and fees are paid by the centre.

GNVQ initial registration and entry exam fees are paid by the centre.

BTEC initial registrations are paid by the centre.

Cambridge National and Technical registrations are paid for by the centre.

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NCFE registrations are paid by the centre.

GCSE initial registration and entry exam fees are paid by the centre.

IGCSE initial registration and entry exam fees are paid by the centre.

LIBF initial registration and entry fee are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A Level initial registration and entry exam fees are paid by the centre.

Surcharges for late entry or amendment fees are paid by the department.

Candidates or departments 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Subsequent retakes after the first one (See section 4.3: Retakes) are paid by the candidates.

If the centre does not uphold an enquiry for a retake and a candidate insists on pursuing the enquiry then that candidate must pay the fee.

(See also section 11.2: Enquiries about results [EARs])

Candidates that owe fees for entries, amendments or appeals will not receive their certificate until the fee is paid in full.

6. The Equality and Disability Act, special needs and access arrangements

6.1 The Equality Act

The Equality Act 2010 replaces the Disability Discrimination Act 2005 and the Disability Equality Duty 2006. The Equality Act 2006 extends measures aimed at eliminating the discrimination faced by disabled people.

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the legislation, JCQ and the awarding bodies.

The Exams Officer and SENCO have copies of the JCQ booklet referring to Access Arrangements, this updated and sent to the centre each academic year by JCQ.

(www.jcq.org.uk)

6.2 Specific/Additional needs

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

The SENCO 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 SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examination Officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the Examination Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examination Officer.

7. Contingency Planning

Contingency planning for exams administration is the responsibility of the Examinations Officer.

Contingency plans are available via email, noticeboard, the learning gateway (under exams) and are in line with the guidance provided by *Ofqual, JCQ and awarding organisations*.

8. Estimated grades

Estimated grades

The heads of department will submit estimated grades to the Examination Officer when requested by the Examination Officer.

9. Managing invigilators and exam days

9.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for internal and external exams.

The recruitment of invigilators is the responsibility of the Examination Officer with guidance from senior leaders.

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

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

Invigilators are timetabled and briefed by the Exams Office.

Invigilators' rates of pay are set by the centre administration.

9.2 Exam days

The Examination Officer will book all exam rooms after liaison with the Deputy or Assistant Head.

The Examination Officer will ensure that the question papers, other exam stationery and materials are available for the invigilator.

Site management is responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam (with authorisation from SLT) to assist with identification of candidates but must not advise on which questions are to be attempted. Identification of students is also completed in the examination warm up sessions.

In practical exams subject teachers need to be on hand in case of any technical difficulties. Invigilators will be made available for timed Art examinations.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Unused Papers will be distributed to heads of department at the end of the exam session when permitted by the Examination Officer in accordance with the JCQ's recommendations.

10. Candidates, clash candidates and special consideration

10.1 Candidates

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

The Examination Officer will provide written information to candidates in advance of each exam series. A formal briefing and booklet for candidates will be given by the Head of Year and Examination Officer. Students are identified, registered and given allocated seating prior to the examination by the Examinations Officer, SLT and Head of Year/Department.

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 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.

10.2 Clash candidates

The Examination Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

10.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, Examination Officer or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Examination Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

The final outcome on a special consideration application is the decision made by awarding body.

11. Coursework/Controlled Assessment/Internal Assessments and appeals against internal assessments

11.1 Coursework

Candidates who have to prepare coursework/controlled assessment/portfolios should do so by the end of the course or centre-defined date.

Heads of department with assistance from the Examinations Officer will ensure all coursework is ready for despatch at the correct time and record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by a week prior to the Awarding body deadline. 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.

The submission of any internal marks electronically will be double checked by a second person within the Examinations team and a paper record of the final marks submitted will be kept for a period of 3 years

11.2 Appeals against internal assessments

The centre 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 at least two weeks before the date of the last external exam in the subject, to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Malpractice

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice. For all instances of malpractice, reference will be made to the *JCQ publication Suspected Malpractice in Examinations and Assessments*.

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

12.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (**candidates to provide sae**). If a student is unable to collect their results in person, permission must be given by the student (to the Examinations Officer) to allow another person to collect on their behalf.

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

12.2 Enquiries about results

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

A request for review of marking or clerical check requires the written consent of the candidate, a request for re-moderation of internally assessed work may be submitted without the consent of the groups of candidates.

When the centre 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.

(See section 5: Exam fees)

All processing of EARs will be the responsibility of the Examination Officer, following the JCQ guidance.

12.3 Access to scripts

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

If a result is queried, the Examination Officer, teaching staff and head of centre will investigate the feasibility of asking for a review of marking at the centre's expense.

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

GCSE/GCE review of marking cannot be applied for once a script has been returned.

Processing of requests for ATS will be the responsibility of the Examination Officer.

13. Certificates

Certificates are presented in person, 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.

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for two years.

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**Head of centre Mr. B. Parker/Mr
T. Plumb**

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Examination Officer Mrs J. Woods

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December 2016

Date

The policy is next due for review on September 2017

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