



Examinations Policy

The Radclyffe School is committed to the delivery of all examinations, as required by the awarding body, in accordance with the Equalities Act 2010.

Purpose

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

Roles and Responsibilities

Head of Centre

Retains overall responsibility for the school as an exam center. In practice this is delegated to the exams officer who will administer the duties outlined below and advise the head of centre of changes to policy and practices as required. The head of centre is responsible for

- Advising on appeals and remarks
- Reporting all suspicions or actual incidents of malpractice as detailed in the JCQ (Joint Council for Qualifications) document – *Suspected Malpractice in Examinations and Assessments*

Exams Officer

Is responsible for the management and administration of internal and external examinations, ensuring that all examinations comply with regulations published by the JCQ and relevant awarding bodies. The exams officer is responsible for

- The timely registration of candidates on appropriate external courses with the appropriate awarding body
- Scheduling of all internal exams
- Managing, training and quality assurance of exam invigilators
- Provision of rooms and resources to support candidates sitting external examinations
- Ensuring candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them
- Ensure teaching staff complete necessary controlled/non-examined assessments on time and in accordance with JCQ guidelines
- Safe and secure storage of all examination papers and completed scripts
- Administering access arrangements and making applications for special consideration using JCQ guidance documents
- Identify and manage examination timetable clashes
- Account for income and expenditure relating to examination costs/charges
- Submit candidates' controlled/non-examined assessment marks, track dispatch and store returned work in accordance with JCQ instructions
- Arrange for dissemination of examination results and certificates to candidates



SENCO

Is responsible for

- The administration of access arrangements in conjunction with the exams officer and in line with criteria documented in the *JCQ Handbook and JCQ General Regulations for Approved Centres* (for the relevant academic year)
- Identifying and testing of candidates to identify access needs to establish evidence base for normative ways of working
- The provision of additional support to candidates

Invigilators

- Are responsible for running exams to comply with JCQ regulations and for maintaining the security of exams in progress.
- Collect exam papers and other materials from the exams store before the start of the exam
- Complete examination attendance register
- Collect all examination papers in correct order at the end of the exam and return to exams store

Head of Faculty/Department (HOF/HOD)

Is responsible for identifying appropriate courses for students to study. This will involve

- Overseeing subject teachers to prepare candidates for the exam, ensuring completion of all controlled/non-examined assessments including mark sheets and declaration sheets as required by the awarding bodies
- In conjunction with exams officer, enter candidates for examinations according to awarding body regulations and adhering to internal and external deadlines as directed by the exams officer
- Analysing post results data to inform learning and teaching and advise candidates on future courses
- Ensuring any scripts requested for learning and teaching are anonymised before being made public. No live exam script should ever be used for any learning and teaching purpose beyond confidential discussion between subject specialists

Candidates

Are responsible for

- Checking their entry lists and timetables
- Understanding and following exam regulations laid down by JCQ and the school and complying with the requirements of the examination room



Parents

Are responsible for

- Ensuring candidates are prepared with appropriate equipment to complete the examination
- Ensuring candidates arrive on time for external and internal examinations
- Informing the exams officer immediately if a candidate is
 - Unwell or requires special temporary arrangements which may lead to a request for special consideration
 - Unable to attend an examination
- Supporting the school and the candidates to ensure the candidate achieves their full potential and adheres to all exam regulations

Statutory tests and qualifications

- The qualifications offered at The Radclyffe School must be approved by the SLMT
- All qualifications offered at GCSE, BTEC, Vocational are reviewed annually to ensure all qualifications are recognised by the most current DfE 'Performance tables – approved qualifications and discount codes'
- The subjects offered for these qualifications may be found on the school website. If there is a change of specification from the previous year, the exams officer must be informed as soon as the decision to change has been made
- Informing the exams officer of changes to the specification is the responsibility of the HOF/HOD
- Decisions on whether a candidate should be withdrawn from a particular subject will be taken in conjunction with candidate/parent/carer/exams officer/deputy headteacher

Exam season and timetables

- Internal examinations are scheduled in January, May and June
- ALL examinations are conducted under JCQ exam conditions
- The exams officer will publish the exam timetable for each exam season for both internal and external exams to candidates and staff
- Details of the exam timetable will be accessible to parents/carers via the school website

Entries, fees, entry details and late entries

- Candidates are selected for their examination entries by the HOF/HOD
- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal
- The school does not accept entries from external candidates
- The centre does not act as an exam centre for other organisations
- Entry deadlines are circulated to HOFs/HODs via email
- Late entries are authorised by the exams officer
- All entry fees are paid for by the school
- Candidates and departments will not be charged for changes/withdrawals made provided these are made within the time allowed by the awarding bodies



- Late entry fees incurred by the faculty will be paid from the departmental budget
- If a candidate fails to meet the requirements for a particular examination, either by failing to complete controlled/non-examined assessments or by failing to attend a written paper, parents/carers are responsible for reimbursing the school. The only exception to this is when there is a medical reason for missing a paper, and this must be supported by a medical certificate

Equalities Act 2010-Disability Discrimination Act

- This school will meet the requirements of the Equalities Act 2010 by ensuring that the exam centre is accessible and suitable to each candidate's needs. This is the responsibility of the SLMT
- The SENCO will inform the exams officer and subject teachers of candidates with special educational needs, detailing their requirements when they embark on a new course leading to an exam
- A candidate's access arrangement is determined by the SENCO and applied for jointly by the SENCO and exams officer
- Rooming for candidates with access arrangements will be arranged by the Learning Supported department
- Invigilation and support for candidates with access arrangements will be organised by the SENCO

Managing Invigilators

- External staff are used to invigilate exams. Recruitment of invigilators is the responsibility of the exams officer
- Securing the necessary Criminal Records Bureau clearance for new invigilators is the responsibility of the centre administration and is paid for by the centre
- Rates of pay are set by the school and invigilators are trained, briefed and deployed by the exams officer

Malpractice

The exams officer and Senior Leaders are responsible for investigating suspected malpractice

Exam days

- The exams officer is responsible for the day to day running of all internal and external exams. All external exams will comply with the JCQ regulation '*Instructions for conducting examinations*'
- Only members of the SLMT, Attendance Team and exams staff may be present at the start of the examination in the examination room – they must not advise candidates on which questions or sections are to be attempted
- In practical subjects, teachers may be on hand in case of any technical difficulties



- Exam papers may not be read by subject teachers and cannot be removed from the examination room until the end of the exam session. Papers will be distributed to HOF/HOD after the exam

Candidates, clashes and special consideration

- The school rules on acceptable dress, behaviour and use of mobile phones and other electronic devices apply at all times
- Candidates must submit mobile phones and other electronic equipment in their processions for storage during the examination in accordance with school procedures
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage
- Disruptive candidates will be dealt with in accordance with JCQ guidelines
- Candidates will remain with the examination room for the full duration of the exam (*candidates may only leave the room for a genuine purpose and required to return, they must be accompanied by an invigilator at all times*)
- The exams officer is responsible for dealing with exam timetable clashes, organising lunchtime supervision and overnight supervision if necessary
- Should a candidate be ill, suffer bereavement or other trauma or be otherwise disadvantaged or disturbed before or during an exam, then it is the candidate's responsibility to alert the exams officer immediately who will advise them accordingly
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, e.g. a medical certificate
- The exams officer will send a completed special consideration request to the relevant awarding body within seven days of the examination



Pre-release material

Any pre-release material including materials for modern foreign language speaking tests will be held in secure storage in the exams store until it becomes 'live'

When the material can be released to staff it must be signed for, on the understanding that the HOF/HOD will fully brief staff of the need for confidentiality and keeping the materials within the centre under secure storage

Results, enquiries about results (EAR) and access to scripts (ATS)

- Candidates will receive individual results slips on results day, either in person at the centre or by post to their home address, candidates are to provide self-addressed envelopes. Candidates may also identify a friend/relative to collect their results if prior written permission is given to the exams officer in advance of results day
- Arrangements for the school to be open and the provision of staff on results day is the responsibility of the SLMT
- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested
- If a candidate instigates an EAR, they must pay the published fee before the EAR is processed. School staff may investigate the feasibility of asking for a re-mark at the school's expense via a member of the SLMT
- After the release of results candidates and teachers may request the return of the exam paper
- If the candidate requests the return of a script, the service must be paid for by the candidate before the request is processed
- If the script has been requested by a teacher for teaching purposes the consent of the candidate must be obtained. Fees will be paid from the departmental budget
- EAR cannot be requested once an original script has been returned

Certificates

- Certificates are presented in person at Presentation Evening or if candidates are unable to attend this evening they can be collected at a later date from the school office where they will be asked to sign to confirm receipt
- Certificates can be collected on behalf of the candidate by a third party, provided they have authorisation to do so. They will be asked to sign to confirm receipt
- Certificates will be withheld from candidates who owe fees
- The center will retain certificates for five years
- A transcript of results may be issued if a candidate agrees to pay the costs incurred



POLICY REVIEW	
Policy Agreed	9 th May 2017
Signed Chair of Governors	
Date for Review	June 2022

