

This document is a statement of the aims, principles and strategies for ensuring effective management of exams at Nunnykirk Centre for Dyslexia. It is intended to be indicative, based on principles of good judgement, assessment and effective communication.

The policy supports our Mission by directly impacting on substantial progress on Learning and Thinking.

**Reviewed by: Barry Frost (Head teacher)** following discussion with Exams Officer and other key staff, and JCQ Inspector (Jan-Sept 2016) and thereafter. Please note that at date of publication we have a temporary EO.

**Signed:****Date: 31st October 2017**

## 1. Aims

The purpose of our exam policy is to help ensure:

- The planning and management of exams is conducted efficiently and in the best interests of candidates
- The exam system is operated efficiently, with clear guidelines for all relevant staff
- The current **JCQ General Regulations for Approved Centres** are applied in good faith. At the time of this policy revision, the regulations which apply are **1/9/16-31/8/17 (Blue book)**
- Application in good faith of the **Equality Act (2010)**

## 2. Principles

The establishment of a sound exam policy is based upon sound management, vigilant supervision and the co-operation of all members of the community.

## 3. Responsibilities

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. Those with designated responsibilities are:

- Head of centre (Head teacher)
- Exams Officer
- Subject Leaders (or designated teachers)
- SENCO
- Invigilators

A list of Designated Officers and reserves is displayed in the office and staff notice board.

### A. Exam responsibilities

#### 1) Head of centre

Overall responsibility for the school as an exam centre. In conjunction with relevant designated staff, the Head of Centre:

- a) advises on appeals and re-marks
- b) 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*.

- c) Analyses data showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made

**2) Exams officer**

This is a role with a remunerated responsibility for management of the administration of public exams and analysis of exam results. The Exams Officer:

- a) 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
- b) oversees the production and distribution to 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
- c) ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- d) consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- e) provides and confirms detailed data on estimated entries to Head teacher and Exam Boards
- f) receives, checks and stores securely all exam papers and completed scripts
- g) co-ordinates with the SENCo and Head of Centre re:access arrangements 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*
- h) identifies and manages exam timetable clashes
- i) organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams
- j) submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- k) arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- l) maintains systems and processes to support the timely entry of candidates for their exams.
- m) arranges collection of exam papers and other material from the exams office before the start of the exam.
- n) arranges collection of all exam papers in the correct order at the end of the exam.
- o) checks accuracy of details, such as pupil names, DoB, etc. on entries, so that certificates and other materials have correct data

**3) Subject Leaders**

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

**4) Teacher(s) responsible for Careers / Options**

- a) Guidance and careers information.

### **5) Teachers**

- a) Notification of access arrangements to SENCO (as soon as possible, and before date of notification required to Board).
- b) Submission of candidate names to Exam Officer.

### **6) SENCO**

- a) Administration of access arrangements.
- b) Identification and testing of candidates' requirements for access arrangements.
- c) Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

### **7) Houseparents**

- a) Liaise with teaching staff and SENCO, as well as parents, to support boarders pastorally with exam preparation, as well as during and after exams

### **8) Lead invigilator/invigilators**

- a) Ensure familiarity with the JCQ requirements for invigilators.
- b) Provide access arrangement support as and when required.

### **9) Candidates**

- a) Confirmation and signing of entries.
- b) Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

### **10) Administrative staff**

- a) Support for the input of data.
- b) Posting of exam papers.

## **B. The statutory tests and qualifications offered**

- 1) The statutory tests and qualifications offered at this centre are decided by the Senior Leadership Team, in consultation with teaching staff, parents and governors.
- 2) The statutory tests and qualifications offered are ELC, GCSE, AS levels, A2 levels and Functional Skills, as well as a range of vocational and experiential qualifications (e.g. ASDAN).

## **C. Exam series and timetables**

- a) Which exam series are used in the centre is decided by the Subject leader in consultation with the Head teacher and Exams Officer.
- b) The exams officer will circulate the exam timetables for external exams once these are confirmed.

## **D. Entries, entry details, late entries and retakes**

- a) Candidates are selected for their exam entries by the subject teachers.
- b) A candidate or parent/carer can request a subject entry, change of level or withdrawal.

- c) The centre accepts occasional entries from external candidates, subject to Head teacher and Exam Officer approval.
- d) Entry deadlines are circulated to subject leaders.
- e) Late entries are authorised by the Head teacher.
- f) Retake decisions will be made in consultation with the candidates, parents, subject teachers and the Head teacher.

### **E. Exam fees**

- 1) All fees, other than for external candidates and remarks, are paid by the centre.
- 2) Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- 3) Retake fees may be paid by the centre, subject to approval from the Head teacher.
- 4) Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

### **F. The Equality Act (2010) and access arrangements**

- 1) Application of the Equality Act (2010) requires that all exam centre staff must ensure that **access arrangements, reasonable adjustments, and special consideration** regulations and guidance are followed consistent with the law, as per p11 of the JCQ 'Blue Book' (2016)
- 2) Access arrangements and Reasonable Adjustments
  - a) Making special arrangements for candidates to take exams is the responsibility of the SENCO
  - b) Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.
  - c) Rooming for access arrangement candidates will be arranged by the SENCO with the exams Officer.
  - d) Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

### **G. Estimated grades**

- a) The heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

### **H. Managing invigilators and exam days**

- 1) Internal invigilators will be used for exam supervision.
- 2) Invigilators are timetabled and briefed by the exams officer and member of SLT for cover.
- 3) Exam days
  - a) 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.
  - b) The exams officer will start all exams in accordance with JCQ guidelines.
  - c) 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.
  - d) In practical exams subject teachers may be on hand in case of any technical difficulties.
  - e) 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 Leaders at the end of the exam session.
  - f) In the event of an emergency during the examination, the invigilator will inform candidates of the procedure. Candidates should evacuate the exam room in silence, and in the order

that they were seated. Students will be escorted to a designated assembly point, where they must remain in silence. When the "all clear" is received from a senior member of staff, the students will be escorted back to the examination room in silence. Students must only resume working when told to do so by the invigilator. A full report on the incident including the time of the interruption and how long it lasted will be submitted to the examination board by the Exams Officer.

- g) Additional special arrangements are made for Emergency Evacuation and are the responsibility of the Head of Centre

### **I. Candidates and special consideration (see also (F))**

- 1) Candidates
  - a) The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
  - b) Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
  - c) Disruptive candidates are dealt with in accordance with JCQ guidelines.
  - d) 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.
  - e) The school office will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.
- 2) Special consideration
  - a) 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, or the exam invigilator, to that effect.
  - b) 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.
  - c) The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **J. Coursework**

- 1) Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- 2) Subject leaders will ensure all coursework is ready for despatch at the correct time and keep a record of what has been sent when and to whom.
- 3) Marks for all internally assessed work are provided to the exams officer by the subject leaders.

### **K. Results, enquiries about results (EARs) and access to scripts (ATS)**

- 1) The Exams Officer will email the Head teacher with all results as soon as they are available.
- 2) The Exams Officer will email all candidates with their results on the day they are received, normally by lunch time.
- 3) Candidates' individual results slips will be posted to their home addresses.
- 4) Limited staff will be available at set times on results days for pupils to discuss their results. Arrangements for this will be made by the Head teacher.
- 5) Enquiries about results (EARs) may be requested by Head of Centre, Exams Officer, or candidates if there are reasonable grounds for believing there has been an error in marking.
- 6) 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.

- 7) Access to Scripts (ATS): After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- 8) If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- 9) Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 10) GCSE re-marks cannot be applied for once a script has been returned.

## **L. Certificates**

- 1) Certificates are presented in person or posted.
- 2) Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by parents.
- 3) Certificates are not withheld from candidates who owe fees.
- 4) The centre retains certificates for five years.