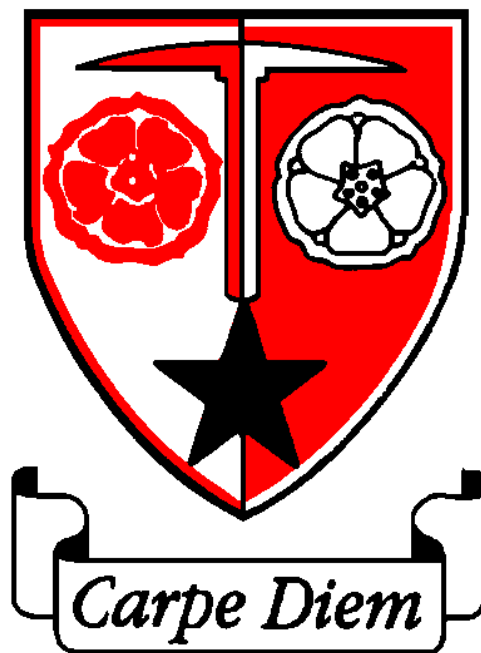


Audenshaw School



EXAMINATIONS POLICY

This policy is reviewed every two years by the Standards Committee.

History of Document

Issue No	Author/Owner	Date Written	Approved by Standards	Received by Governors	Comments
1	Sara Wilkinson	19/08/2014	26/08/2014	26/08/2014	
1.1	Sara Wilkinson	18/11/2015	25/11/2015	26/11/2015	Minor amendment

OUR MISSION

The school aims to provide a quality education in a caring community based on an ethos of respect, discipline and a relentless pursuit of excellence in all that we do.

OUR VISION

Audenshaw School will be recognised as a fully inclusive, aspirational, high achieving School of excellence, firmly rooted in the local community.

We will create, develop and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of the school community will be valued and every success will be celebrated.

Audenshaw School will maintain a safe, secure and caring environment in which to work and learn.

AUDENSHAW SCHOOL SAFEGUARDING STATEMENT

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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1. Introduction

- 1.1 The purpose of this Exams policy is to ensure the planning and management of Exams is conducted efficiently and in the best interests of candidates to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- 1.2 It is the responsibility of everyone involved in the School's exam processes to read, understand, and implement this policy.
- 1.3 Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

2. Exam Responsibilities

- 2.1 The Headteacher has overall responsibility for the school as an Exams Centre and advises on appeals and re-marks.
- 2.2 The Headteacher is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

3. Exams Officer Responsibilities

- 3.1 The Exams Officer manages the administration of external and internal exams.
- 3.2 Advice will be given to the Senior Leadership Team (SLT), subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by the various Awarding Bodies.
- 3.3 The Exams Officer will oversee the production and distribution to all School 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.
- 3.4 Ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them.
- 3.5 Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- 3.6 Provides and confirms detailed data on estimated entries.
- 3.7 Maintains systems and processes to support the timely entry of candidates for their exams.
- 3.8 Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- 3.9 Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.
- 3.10 Identifies and manages exam timetable clashes.
- 3.11 Accounts for income and expenditures relating to all exam costs/charges.

- 3.12 Line manages the Senior Exams Invigilator and organises the training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 3.13 Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies is correct and on schedule.
- 3.14 Tracks, dispatches, and stores returned coursework / controlled assessments.
- 3.15 Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

4. Curriculum Leaders Responsibilities

- 4.1 Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- 4.2 Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- 4.3 Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- 4.4 Decisions on post-results procedures.

5. Teachers Responsibilities

- 5.1 Supplying information on entries, coursework and controlled assessments as required by the Curriculum Leaders and/or Exams Officer.

6. Head of Learning Support (SENCO) Responsibilities

- 6.1 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).
- 6.2 Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

7. Lead Invigilator/Invigilators Responsibilities

- 7.1 Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- 7.2 Collection of exam papers and other material from the exams office before the start of the exam.
- 7.3 Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

8. Candidates Responsibilities

- 8.1 Candidates will be responsible for confirmation and signing of entries.
- 8.2 Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- 8.3 Ensuring they conduct themselves in all exams according to the JCQ regulations.

9. Qualifications Offered

- 9.1 The qualifications offered at this School are decided by the Curriculum Leaders.
- 9.2 The types of qualifications offered are BTECs, Entry Level, GCEs, and GCSEs. The subjects offered for these qualifications in any academic year may be found in the School's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1 July.
- 9.3 Informing the exams office of changes to a specification is the responsibility of the Curriculum Leaders.
- 9.4 Decisions on whether a candidate should be entered for a particular subject will be taken by Curriculum Leaders in consultation with the subject teacher.

10. Exam Series

- 10.1 Internal Exams (mock Exams) are scheduled throughout the academic year and can be found on the academic calendar for that year.
- 10.2 External exams and assessments are scheduled in June.
- 10.3 Internal exams are held under external exam conditions.
- 10.4 The Senior Leadership Team decides which exam series are used in the School.

11. Exam Timetables

- 11.1 Once confirmed, the exams office will circulate the exam timetables for internal and external exams at a specified date before each series begins.

12. Entries, Entry Details and Late Entries

- 12.1 Candidates or parents/carers can request a subject entry, change of level or withdrawal, in consultation with Curriculum Leaders and subject teachers.
- 12.2 The School does not accept entries from private candidates.
- 12.3 The School does not act as an Exams Centre for other organisations.
- 12.4 Entry deadlines are circulated to Curriculum Leaders via handbook and reminders by email and briefing meetings.

- 12.5 Curriculum Leaders will provide estimated entry information to the Exams Office to meet JCQ and awarding body deadlines.
- 12.6 Entries and amendments made after an awarding organisation's deadline (i.e. late) require authorisation and need to be in writing, for the attention of the Headteacher.
- 12.7 The following re-sits are allowed:
- GCSE
 - AS
 - A2
 - Entry Level
- 12.8 Re-sit decisions will be made by the Headteacher in consultation with Curriculum Leaders.

13. Exam Fees

- 13.1 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.
- 13.2 The Exams Officer will publish the deadline for action well in advance for each exams series.
- 13.3 The following entry Exam fees are paid by the School:
- GCSE
 - GCE
 - Entry Level
 - BTEC Registration
- 13.4 Late entry or amendment fees are paid by the department.
- 13.5 Fee reimbursements are sought from candidates:
- If they fail to sit an exam.
 - If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- 13.6 Re-sit fees are paid by the candidates.

14. Equality Legislation

- 14.1 All School staff must ensure that they meet the requirements of any equality legislation.
- 14.2 The School 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 Headteacher.

15. Access Arrangements

- 15.1 The Special Educational Needs Co-ordinator (SENCO) 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.

- 15.2 A candidate's access arrangements requirement is determined by the SENCO.
- 15.3 Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the SENCO.
- 15.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams office.
- 15.5 Rooming for access arrangement candidates will be arranged by the exams office.
- 15.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams office.

16. Contingency Planning

- 16.1 Contingency planning for exams administration is the responsibility of the Headteacher.
- 16.2 Contingency plans are available via handbooks and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

17. Private Candidates

- 17.1 Managing private candidates is the responsibility of the exams office.

18. Estimated Grades

- 18.1 Curriculum Leaders are responsible for submitting estimated grades to the exams office when requested.

19. Managing Invigilators

- 19.1 External staff will be used to invigilate examinations.
- 19.2 These invigilators will be used for internal exams and external exams.
- 19.3 Recruitment of invigilators is the responsibility of the Headteacher.
- 19.4 Securing the necessary Disclosure and Barring Service (DBS) check for new invigilators is the responsibility of the HR Department.
- 19.5 DBS fees for such checks are paid by the School.
- 19.6 Invigilators rates of pay are set by the Board of Governors.
- 19.7 Invigilators are timetabled, trained, and briefed by the Exams Officer.

20. Malpractice

- 20.1 Any suspected malpractice will be investigated by the Headteacher in consultation with the Exams Officer.

21. Exam Days

- 21.1 The exams office will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator.
- 21.2 Facilities management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- 21.3 The Invigilators will start and finish all Exams in accordance with JCQ guidelines.
- 21.4 Subject teachers 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.
- 21.5 In practical Exams, subject teachers' availability will be in accordance with JCQ guidelines.
- 21.6 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 Curriculum Leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed it.
- 21.7 After an exam, the exams office will arrange for the safe dispatch of completed Examination scripts to awarding bodies, working in conjunction with the Lead Invigilator.

22. Candidates

- 22.1 The exams office will provide written information to candidates in advance of each Exam series.
- 22.2 The School's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the School accepts no liability for their loss or damage.
- 22.3 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.
- 22.4 Any candidates who are disruptive during an exam are dealt with in accordance with JCQ guidelines.
- 22.5 Candidates are expected to stay for the full exam time at the discretion of the Headteacher.
- 22.6 Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- 22.7 The exams office is responsible for handling late or absent candidates on exam day.

23. Clash Candidates

- 23.1 The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

24. Special Consideration

- 24.1 Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the School's exams office in the first instance or student absence line to that effect.
- 24.2 The candidate must support any special consideration claim with appropriate evidence within two school days of the exam which should be given to the exams office directly.
- 24.3 The Exams Officer will make a special consideration application to the relevant awarding body within five working days of the exam.

25. Internal Assessment

- 25.1 It is the duty of Curriculum Leaders to ensure that all internal assessments are ready for dispatch at the correct time. The exams office will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- 25.2 Marks for all internally assessed work are provided to the exams office by the Curriculum Leaders. The exams office 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 School's internal appeals procedure.

26. Results

- 26.1 Candidates will receive individual result slips on results days either in person at the School or by post to their home address - candidates will need to provide self-addressed envelope.
- 26.2 The results slip will be in the form of a School produced document.
- 26.3 Arrangements for the School to be open on results days are made by the Headteacher.
- 26.4 The provision of the necessary staff on results days is the responsibility of the Office Manager.

27. Enquiries about Results (EAR)

- 27.1 EARs may be requested by school 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.
- 27.2 The cost of EARs will be paid by the School if supported by the Headteacher.
- 27.3 All decisions on whether to make an application for an EAR will be made by the Headteacher.
- 27.4 If a candidate's request for an EAR is not supported, the candidate may appeal and the School will respond by following the process in its Internal Appeals Procedure.
- 27.5 All processing of EARs will be the responsibility of the exams office, following the JCQ guidance.

28. Access to Scripts (ATS)

- 28.1 After the release of results, candidates may ask subject teachers to request the return of written exam papers within five working days of the receipt of results.
- 28.2 School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 28.3 Re-marks cannot be applied for once an original script has been returned.
- 28.4 Processing of requests for ATS will be the responsibility of the Exams Office.

29. Certificates

- 29.1 Candidates will receive their certificates in person at the School. 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.
- 29.2 The School retains certificates for 18 months, after which time they will be securely destroyed.
- 29.3 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.

30. Appeals against internally assessed marks (GCSE controlled assessments and GCE coursework units)

- 30.1 Audenshaw School is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.
- 30.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and have been trained in this activity.
- 30.3 Work produced by candidates is authenticated in line with the requirements of the awarding body.
- 30.4 Internal moderation and standardisation will ensure consistency of marking where a number of subject teachers are involved in marking candidates' work.
- 30.5 If a candidate believes that this may not have happened in relation to their work, they may make use of this procedure.

31. Appeals procedure

- 31.1 An appeal may only be made against the assessment process and not against the mark submitted to the awarding body.
- 31.2 Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series.

- 31.3 Appeals must be made in writing by the candidate's parent/carer to the Head of Centre.
- 31.4 The Head of Centre will appoint a Senior Leader to conduct the investigation. This member of the Senior Leadership Team will not have had any involvement in the internal assessment process for that subject.
- 31.5 The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject specific associated documents.
- 31.6 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- 31.7 The outcome of the appeal will be made known to the Head of Centre and a written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.
- 31.8 After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Audenshaw School and is not covered by this procedure.

32. GCSE Controlled Assessments staff responsibilities

32.1 Senior Leadership Team

Accountable for the safe and secure conduct of Controlled Assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject specific instructions.

At the start of the academic year co-ordinate with Curriculum Leaders to schedule Controlled Assessments. Map overall resource management requirements for the academic year. As part of this resolve:

- clashes/problems over the timing or operation of Controlled Assessments;
- issues arising from the need for particular facilities;
- ensure that all staff involved have a calendar of events; and
- create, publish and update an internal appeals policy for Controlled Assessments.

32.2. Curriculum Leaders

Decide on the awarding body and specification for a particular GCSE.

Standardise internally the marking of all teachers involved in assessing an internally assessed component.

Ensure that individual teachers fully understand their responsibilities with regard to Controlled Assessment.

Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.

Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Supply to the exams office details of all unit codes for Controlled Assessments.

32.3 Subject Teachers

Understand and comply with the general guidelines detailed within the JCQ publication Instructions for Conducting Controlled Assessments.

Understand and comply with the awarding body's specification for conducting Controlled Assessments, including any subject specific instructions, teachers' notes or additional information on the awarding body's website.

Obtain confidential materials/tasks set by the awarding bodies in sufficient time to prepare for the assessments and ensure that such materials are stored securely at all times.

Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.

Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.

Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.

Retain candidates' work securely between assessment session if more than one.

Post completion; retain candidates' work securely until the closing date for Enquires About Results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Ask the SENCO for any assistance required for the administration and management of Access Arrangements.

32.4 Exams Office

Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.

Download and distribute marksheets for teaching staff to use.

In exceptional circumstances where Controlled Assessments cannot be conducted in the classroom, arrange suitable accommodation where Controlled Assessments can be carried out at the direction of the Senior Leadership Team.

32.5 Head of Learning Support (SENCO)

Ensure Access Arrangements have been applied for.

Work with Subject Teachers to ensure requirements for support staff are met.

33. Emergency Evacuation Procedure for Examinations

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Advise candidates to leave all question papers and scripts in the examination room.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the School's procedure.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Fill out an Examination Room Incident Log, noting the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

34. GCSE Controlled Assessments Risk Management

This document examines potential risks and issues relating to the implementation of Controlled Assessments for GCSE qualifications and how these might be managed and mitigated through forward planning and remedial actions.

Risks and Issues	Possible Remedial Action		Staff
	Forward Planning	Action	
Timetabling			
Controlled Assessment schedule clashes with other activities	Plan/establish priorities well ahead	Plan dates in consultation with school calendar – negotiate with other parties	
Too many Controlled Assessments close together across GCSE subjects	Plan Controlled Assessments so they are spaced over the duration of the course	Space Controlled Assessments to allow candidates some time between them	
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at start of year, flag instances where regular classroom space may not be suitable for Controlled Assessments	Using more than one classroom or multiple sittings where necessary	
Insufficient facilities for all candidates	Careful planning ahead and booking rooms/centre facilities		

Downloading Awarding Body Set Tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	
Absent Candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative sessions for candidates		