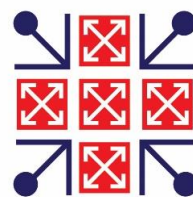


Llantwit Major School
Ysgol Llanilltud Fawr



EXAMS POLICY

Responsibility:	D L Davies
Review:	September 2021

Exam Policy and Contingency Plan

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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
- to ensure a consistent and effective response in the event of major disruption to the examination system

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 head of centre, deputy head, heads of sixth form, heads of curriculum, heads of department, senior leadership team, exams officer, bursar, governors and the trustees.

1. Exam Responsibilities

Head of Centre / Principal

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

- Ensures compliance with the published regulations
- Ensures an Exams Officer is appointed and is appropriately trained.

Data Manager / Exam Officer

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

- Ensures efficient running of examinations office, ensuring that awarding body deadlines are adhered to.
- Ensures that Awarding Bodies are advised of the intention to enter for specific units as requested.
- Liaises with departments ensuring that correct entry information is provided.
- Ensure that accurate entries are submitted to the examination body using up to date examination codes.
- Ensures that candidates are advised of JCQ guidelines, and ensures that all regulations are adhered to.
- Ensure that the centre registers on the NCN registers when requested to do so.
- Ensure that teaching staff have access to the correct specifications to ensure that necessary coursework / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines.
- Assists the ALNCO in administering access arrangements.
- Accounts for income and expenditures relating to all exam costs/charges.
- Identifies and manages exam timetable clashes.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Plans for Exam Entries / Exam Day Contingency Plan annually in case of emergency.
- Ensures that examination results are imported on examination results day and that appropriate embargos are put in place.
- Administers Access Arrangements and assist the applications process for special considerations with the ALNCO.
- Assist the Assistant Headteacher (Data) with examination results analysis
- Ensure that students are aware of Post Results Services, and of the appropriate documentation/deadlines.
- Ensure that staff are kept up to date with JCQ requirements.
- Ensures Invigilator staff are appropriately trained/ kept updated with JCQ regulations

Exams Co-ordinator

- Ensure that scripts received are checked and stored securely.
- Identify/ manage exam timetable clashes, in conjunction with the Data Manager.
- Organises the booking of exam invigilators to ensure for exams, ensuring that JCQ regulations relating to number of invigilators per candidate are adhered to.

- Administers examination documentation, forwarding examination documentation to the appropriate departments.
- Arrange examinations seating of students, in conjunction with the examination officer.
- Tracks despatch of coursework / controlled assessments / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.

Assistant Headteacher – Data

- Line Management of Data Manager
- External validation of courses followed at key stage 4 / post-16

Heads of Department

- Provision of advice to students / examination officer of department advice relating to exams (e.g. provision of information of unit information for resit/post results forms.
- Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation.
- Ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection.
- Accurate completion/checking of entries and all other mark sheets and adherence to deadlines as set by the exams officer.

Teachers

- Ensuring that students are provided the appropriate access arrangements, as advised by the ALNCO
- Submission of candidate names to heads of department / faculty
- Submission of coursework / controlled assessment / non-exam assessment marks to HoS / AB secure website by the deadline

ALNCO

- 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.
- Provision of information relating to needs/access arrangements of students to staff within school.
- Administers the application of access arrangements.

Invigilators

- Keep up to date with knowledge of JCQ, ICE rules and regulations, attend annual training.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office to assist with the administration process.

- Ensuring all secure documents are returned to the exams officer after the exams.

Candidates

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own.
- Understanding exam regulations.

Administrative staff

- Support for the input of data.
- Posting of exam papers.

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 curriculum, heads of subject, heads of department, heads of sixth form and the senior leadership team.

The statutory tests offered in Ks3 are as below;

Name of Test	Year Group
National Numeracy Test – Reasoning	7, 8, 9
National Numeracy Test – Procedural	7,8,9
National Reading Test	7,8,9

Statutory tests and qualifications offered after Ks3 are GCSE, City and Guilds, WJEC Level 2 and 3 awards, Cambridge Technical Awards, GCE A and AS Levels, Key Skills, Welsh Baccalaureate and BTEC at level 2 and 3. In addition IMIAL qualifications are provided to our students via a partnership college.

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 AS modules will be completed during year 12 that will be then used to progress onto A level qualifications or equivalencies in yr13.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled throughout the year. Mock examinations for Y11 in English and Maths are scheduled in September, whilst all other subjects are scheduled in December. Year 12 / 13 mock examinations are also scheduled in December, just before the Christmas holiday.

In addition, students in Y9 and Y10 have mock examinations at the end of June, just after the end of external GCSE / GCE examinations as part of exam preparation.

External examinations are held three times a year. GCSE Mathematics examinations are held for Y11 students in November, whilst GCSE English Language and Literature examinations are held in January, along with some other GCSE units.

The bulk of our external examinations are held in May/June. These examinations include GCE and GCSE examinations.

All internal 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 sixth form, heads of curriculum, heads of subject, heads of department and the senior leadership team by ensuring the choice is valid against the QIW database.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the heads of subject, subject teachers and the SLT team and the head of sixth form.

Entry costs are entered on a purchase order for the approval of the Head teacher.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accept entries from external candidates who are former students of the school.

4.2 Late Entries

Entry deadlines are circulated to heads of department via email and it is very important these are worked towards to avoid the cost implication of late entry fees. Exam entries should be discussed as part of the time management structure of the school

Late entries are entered by the examinations officer. A purchase order with cost will be provided to the Headteacher for approval.

4.3 Retakes

Students in compulsory education will be provided with the opportunity to resit subjects where appropriate.

Resit opportunities are available for students in the sixth form. Resit forms are available with exam entry codes, and costs for students. Resit entries must be made by the stated deadline to avoid late fees. Late fee information is also advised to students.

(See also section 5: Exam fees)

5. Exam Fees

GCSE entry exam fees are paid by the centre.

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

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre on the agreement of the Headteacher.

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 / controlled assessments / non-exam assessments requirements.

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

Retake fees for first and any subsequent retakes are paid by the candidates.
(See also section 4.3: Retakes)

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

6. The Equality Act, Special Needs and Access Arrangements

6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

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

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

6.3 Access Arrangements

It is the responsibility of the exams officer to work with the ALNCO to;

- a. Make specific arrangements for candidates to take the exams.
- b. Make applications to awarding bodies to allow candidates Access Arrangements in exams.
- c. Have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.

Rooming for access arrangement candidates will be arranged by the exams officer in conjunction with the exams administrator.

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

7. Managing Invigilators and Exam Days

7.1 Managing Invigilators

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

The recruitment of invigilators is the responsibility of the exams office. Both the exams officer and exams co-ordinator will be involved in invigilator interviews.

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

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

The exams co-ordinator will be responsible for booking invigilators for exams and advising invigilators of their work hours. The exams co-ordinator will also be available

Invigilators' rates of pay are set by the Vale of Glamorgan Council.

7.2 Exam Days

The exams co-ordinator will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management team is responsible for setting up the allocated rooms.

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

Senior Leadership 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. All papers / secure documents must be returned to the exams officer/exams co-ordinator. Papers will be distributed to heads of department/faculty at the end of the exam session by the exams officer / exams co-ordinator.

8. Exam Contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, AS levels, A-levels.

a. Disruption of teaching time – centre is closed for an extended period

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series
- Centre will have plans in place to facilitate alternative methods of learning.

b. Learners unable to take examinations because of a crisis -centres remain open

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- centre will offer candidates an opportunity to sit any examinations missed at the next available series
- centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

c. Centre unable to open as normal during the examination period

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series

- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

d. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- Centre will ensure secure storage of completed examination scripts until collection.

e. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

f. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO)
- Consult with ABs when necessary

g. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

9. Candidates, Clash Candidates and Special Consideration

9.1 Candidates

The centre'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 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.

The exams officer 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.

9.2 Clash Candidates

The exams co-ordinator/ officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging Overnight Supervision if necessary .

9.3 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, or the exam invigilator, to that effect.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (were possible – paper based otherwise) by the Exams Officer within five days of the exam.

10. Coursework / Controlled Assessment / Non-Exam Assessment and Appeals against Internal Assessments

10.1 Coursework / Controlled Assessments / Non-Exam Assessments

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

Heads of department will ensure all coursework / controlled assessments / non-exam assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed coursework / controlled assessments / non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers / heads of subject / heads of department. Where electronic input of marks is not available then teachers / heads of department should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

10.2 Appeals against Internal Assessments

An appeals policy is available within the centre.

This policy ensures that internal assessments are conducted by members of the teaching staff and have the appropriate knowledge, understanding and skills in the area.

It discusses the stages of the appeal.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1 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) or by prior request via email.

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

A number of staff are involved in results day, including members of the Senior Management Team, the exams officer as well as various teaching/ administrative staff.

The centre aggregates at the end of year 12 for AS grades.

11.2 EARs (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.

EAR information is provided by the exams officer to students / staff after results have been issued.

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)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

11.3 ATS (Access to Scripts)

After the release of results, candidates may ask subject staff to request the return of papers.

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.

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

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

12. Certificates

Certificates are presented in person, posted (first class), posted (recorded delivery) and collected and signed for.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

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Head of Centre
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Exams Officer
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Date

The policy is next due for review **July-Sept 2021**.