



Greys Education Centre
An Alternative Provision Academy

BILTT Greys Education Centre

Examinations Policy

2020 - 2021

Head of Centre and Exams Manager: October, 2020
To be revised: October, 2021

Governor's signature & Reviewed Date: _____

JH / Policies

Contents

- The 11-16 exam policy
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality Act 2010
- Estimated grades
- Managing invigilators
- Candidates
- Bad weather Policy
- Controlled Assessment
- Internal assessments and appeals
- Results
- Certificates

The 11-16 Exam

The policy purpose

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 School's exam processes to read, understand and implement this policy

The exam policy will be reviewed annually

The exam policy will be reviewed by the Head of Centre and Exams Manager

Exam responsibilities

The Head of Centre:

- Having overall responsibility for the school as an exam Centre, the Head of School
- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice Refer to the JCQ^{CIC} document - Suspected malpractice in Exams and Assessments

The Exams Manager:

- manages the administration of public and internal 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 awarding bodies
- 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
- manages the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks, 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 SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams

Assistant Headteachers are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams manager
- accurate completion of coursework/controlled assessment mark sheet and declaration sheets
- decisions on post- results procedures

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course)
- Submission of candidates' names to heads of department/school/curriculum

The Designated Special Educational Needs Co-ordinator is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Manager in good time so that they are able to process any necessary applications in order to gain approval (if required)
- Working with the Exams Manager to provide the access arrangements required by candidates in exams rooms

Invigilators are responsible for:

- Assisting the Exams Manager in the efficient running of exams according to JCQ^{CIC} regulations
- Collection of exams papers and other material from the Exams Manager before the start of the exam
- Collection of all exam papers in the correct order and other material at the end of the exam and ensuring their return to the Exams Manager

Candidates are responsible for:

- Confirmation of entries
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- Ensuring they conduct themselves in all exams according to the JCQ^{CIC} regulations

Qualifications

Qualifications offered

The qualifications offered at this Centre are decided by the Head of School, Assistant Heads and the Senior Leadership Team

The qualifications offered are GCSE, Functional skills, IGCSE, Entry level and BTEC, AQA unit awards. Greys Education Centre is accredited to deliver ASDAN courses and the ABA Boxing Awards.

Greys Education Centre is accredited to deliver the CSkills awards who are the awarding organisation of CITB Constructional Skills qualifications

Informing the exams office of changes to a specification is the responsibility of the Curriculum Managers

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Head of Subject

Exam Series and Timetables

Exam seasons

External exams and assessments are scheduled in November, January, March, May and June

Internal exams are held under external exam conditions

The Head of School, Assistant Heads and Heads of subject decide which exam series are used in the Centre

On-demand assessments are to be scheduled in agreement with the Exams Manager is the policy for offering on-demand testing

Boxing Assessments are completed on demand

Exam Timetable

Once confirmed, the Exams Manager will circulate the exam timetable for internal and external exams

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by the Heads of Subject or the person teaching them a specific subject if no Head of Subject exists

Curriculum Managers will provide estimated entry information to the Exams Manager to meet JCQ^{CIC} and awarding body deadlines

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal

The Centre accepts entries from external candidates

The Centre does act as an exam Centre for other organisations

Entry deadlines are circulated to Heads of Department via Email

Late entries are authorised by Heads of subject and the Exams Manager

GCSE re-sits are not scheduled

Re-sit decisions will be made in consultation with Head of School and Head of subject

Exam Fees

Exam Fees

Candidates or departments will not be charged for changes of tier, or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies

GCSE entry exam fees are paid by the Centre

Late entry or amendment fees are paid by the Centre

Fee reimbursements are not sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the Centre

Equality Legislation

Equality Act 2010

All exam Centre staff must ensure that they meet the requirements of any legislation

The Centre 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^{CIC}. This is the responsibility of the Head of School

The Centre will meet the disability provisions the Equality Act 2010 by ensuring that the exams Centre is accessible and improving candidate experience. This is the responsibility of the Head of School and Exams Manager

Access Arrangements

A candidate's access arrangements requirement is determined by the Doctor, Educational Psychologist or by the designated Specialist teacher

Making access arrangements for candidates to take exams is the responsibility of the Exams Manager

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of a designated SEN Co-ordinator. The initial point of contact is the Head of School, Karen Dell

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager

Rooming for access arrangement candidates will be arranged by the Exams Manager

Invigilation and support for access arrangement candidates will be organised by the Exams Manager

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team. Contingency plans are available by one or more of the following methods:

- via email
- noticeboard
- briefing meetings
- internal post/pigeon hole
- the school intranet
- Website

These are in line with the guidance provided by OFQual, JCQ^{CIC} and the awarding bodies

Overseas students

Managing overseas students is the responsibility of the Exams Manager

Private candidates

Managing private candidates is the responsibility of the Exams Manager

Estimated Grades

Curriculum Leaders are responsible for submitting estimated grades to the Exams Manager when requested

Managing Invigilators

Support staff, External staff and Agency employees will be used to invigilate exams. Internal Greys Education Centre teachers act as Behaviour Managers because of the nature of the children. These invigilators will be used for External exams

Training will be done prior to exams for all invigilators and any updates explained

The teacher of the exam subject or Head of Year who have prepared students cannot invigilate said exam

All papers will be checked and verified by the Exams Manager and another member of staff before opening

Recruitment of invigilators is the responsibility of the Exams Manager

Securing the necessary Disclosure Bureau Service (DBS) clearance for new invigilators is the responsibility of the Exams Manager

DBS fees for securing such clearance are paid by the Centre

Invigilators are timetabled and briefed by the Exams Manager

Invigilators rates of pay are set by the Exams Manager

Invigilators are recruited, trained and timetabled and briefed by the Exams Manager

Malpractice

The Exams Manager is responsible for investigating suspected malpractice and reporting this to Karen Dell, Head of School

Exam Days

Exams

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator

The Site Manager is responsible for setting up the allocated rooms and will be advised of requirements in advance of the exam

The lead invigilator will start all exams in accordance with JCQ^{CIC} guideline.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted. Any staff present must be in accordance with the rules defined by JCQ^{CIC} concerning who is allowed and what they do

A relevant subject teacher may be available to read out any subject-specific instructions at the start the exam, if required

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. Papers will be available to heads of department, in accordance with examination regulations, 24hours after the published start time

After the exam, the Exams Manager will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilators

Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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^{CIC} guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Manager or senior invigilator

Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return

The Exams Manager is responsible for handling late or absent candidates on exam day or subsequently

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Manager

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams Manager, or the exam invigilator, to that effect

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor

The Exams Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the exam

Special Consideration

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 candidates responsibility to alert the Centre's Exams Manager to that effect

The candidate must supply any special consideration claim with appropriate evidence within 4 days of the exam

The Exams Manager will make a special consideration application to the relevant awarding body within 14 days of the exam

Severe Weather Conditions Procedures

Greys Education Centre (GEC) Severe Weather Conditions Procedures

In the event of severe weather, the following procedures apply:

Severe weather can be a real cause of concern for students taking exams, their parents, teachers and Exams Managers

- We will work in line with the qualifications regulators, awarding bodies and government departments responsible for education who have prepared and agreed a Joint contingency plan for the Exams system in case of wide scale disruption as a result of a flu pandemic, floods, or other event. It is also referenced at the beginning of the JCQ^{CIC} Instructions for conducting Exams document

In the event that students can't get into school/college due to travel problems or school/college closure?

- An alternative venue will be considered for availability
- In such cases we will ensure that completed papers include the original Centre number and include the candidate number, are despatched to the examiner allocated to the school/college that made the entry, using the Parcel Force label provided
- Students can sit exams in the next available series (usually March or June). If this is the last opportunity to sit the exam (e.g. a final re-sit for an old specification)

What if my question papers are not delivered as a result of severe weather?

- As some preliminary material and early question papers are available from the *Secure Key Materials* section of e-AQA. (See Preliminary material and early question papers for AQA exams 2017-2018 to find out **what is available and when**)
We will call: **0844 209 6614**, if we are still experiencing problems

What if severe weather conditions mean that students arrive late for their exam?

- We will try to advise students in advance to allow extra time for their journey
- If they are late, we will follow the guidance in: section 14 of the JCQ^{CIC} Instructions for conducting Exams booklet

If many students arrive late:

- Those students already in school/college will be kept in exam conditions
- Late arrivals should be able to sit the exam and we will apply for special consideration online using e-AQA
- The attendance report will include everyone who sat the exam

We will document the circumstances surrounding the exam, including what we have done to:

- Keep the papers secure
- Prevent late arrivals from accessing the paper between the published start time and the time they entered exam conditions

Controlled Assessment

GCSE Controlled Assessment

Senior Leadership Team:

- are accountable for the safe and secure conduct of controlled assessments, ensure assessments comply with JCQ^{CIC} guidelines and awarding bodies' subject-specific instructions
- at the start of the academic year, begin coordinating with Assistant Headteachers to schedule controlled assessments
- Will map the overall resource management requirements for the year. As part of this resolve:
 - clashes/problems over the timing or operation of controlled assessments
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school, etc)

Assistant Headteachers:

- decide on the awarding body and specification for a particular GCSE
- ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification
- standardise internally the marking of all teachers involved in assessing an internally assessed component
- ensure that individual teachers understand their responsibilities with regard to controlled assessment
- ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

Teaching staff:

- understand and comply with the general guidelines contained in the JCQ^{CIC} publication ***Instructions for conducting controlled assessments***
- understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- supply to the Exams Manager details of all unit codes for controlled assessments
- obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
- supervise assessments (at the specified level of control) and undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- ensure that students and supervising teachers sign authentication forms on completion of an assessment
- mark internally assessed components using the mark schemes provided by the awarding body and submit marks through the Exams Manager to the awarding body when required, keeping a record of the marks awarded
- retain candidates' work securely between assessment sessions (if more than one)

- Post completion; retain candidates' work securely until the closing date for enquiries 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 appropriate member of staff for any assistance required for the administration and management of access arrangements

Exams Manager:

- enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- enter students' 'cash-in' codes for the terminal exam series
- where confidential materials are directly received by the Exams Manager, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format
- download and distribute mark sheets for teaching staff to use, and collect and send mark sheets to awarding bodies before deadlines
- on the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership Team

Internal Assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each despatch, including the recipient details and the date and time sent

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of Subject

Appeals against internal assessments must be made by **the 31/05/2021**

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office

Results

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

Candidates will receive individual result slips on results days

- in person at the Centre
- by post to their home address
- candidates can also ring the Centre on the results day to find out their results

Arrangements for the Centre to be open on results days are made by the Exams Manager

The provision of staff on results days is the responsibility of the Exams Manager

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. The candidate's consent is required before any EAR is requested

If a result is queried, the Exams Manager, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense

When the Centre does not support a candidate's or parent's request for 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

ATS (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

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

GCSE re-marks cannot be applied for once a script has been returned

Certificates

Candidates will receive their certificates

- by post to their home address by recorded delivery
- certificates can be collected by the candidate or by a third party provided they have been authorised to do so, and bring suitable identification with them that confirms who they are

The Centre retains certificates for three years.

Head of School

Exams Manager

Karen Dell

Julie Connor

Date: 01/10/20

The policy is next due for review on: 1st October 2021