



The Windsor Boys' School

Exams Policy

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The purpose of this exam policy is:

- to ensure that 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 centre's exam processes to read, understand and implement this policy.

Exam responsibilities

Head of centre

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

- advises on appeals and re-marks
- 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*.

Exams Office

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 exam boards
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff to ensure that necessary internal assessment is completed on time and in accordance with JCQ guidelines
- Receives, checks and stores securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' internal assessment marks, tracks despatch and stores returned internal assessment 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.

Deputy Heads

- Organise teaching and learning.
- Ensures external validation of courses followed at key stage 4 / post-16.

Heads of department/Heads of faculty

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Are involved in post-results procedures.
- Complete accurate internal assessment mark sheets and declaration sheets.
- Complete accurate entry and all other mark sheets and adhere to deadlines as set by the exams officer.

Head of careers

- Provide guidance and careers information.

Teachers

- Notify SENCO of possible need for access arrangements (as soon as possible after the start of the course).
- Submit candidate names to heads of department.

SENCO

- Administers 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*
- Identifies and tests candidates' requirements for access arrangements.
- Provides 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.

Invigilators

- Collect exam papers and other material from the exams office before the start of the exam.
- Collect all exam papers in the correct order at the end of the exam and return to the exams office.

Candidates

- Confirm and sign statement of entries.
- Understand internal assessment regulations and sign declarations that authenticate the assessment as their own.

Administrative staff

- Support the input of data.
- Oversee the posting of exam papers.

The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, heads of curriculum, heads of department/faculty and the senior leadership team.

The statutory tests and qualifications currently offered are GCSE, GCE AS &A2, BTEC and VCerts.

The subjects offered for these qualifications in any academic year may be found in the prospectus and Options booklets.

Exam seasons and timetables

External exams are scheduled in May and June. For some qualifications (eg BTEC/Vcert) external exams can be scheduled at other points of the year.

Internal exams are scheduled at key points during the year.

All internal exams are held under external exam conditions.

Timetables

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

Entries, entry details, late entries and retakes

Candidates are selected for their exam entries by the heads of department.

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

The centre accepts external entries from former candidates only and this is done at the discretion of the head of department or head of faculty.

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by heads of department and the exams office.

Retake decisions will be made in consultation with the candidates, subject teachers and the heads of department.

All retakes will be paid for by the student - exceptions – Year 12 students will have their first retake fee for GCSE Maths or English paid for by the School.

Exam fees

GCSE initial exam fees are paid by the centre.

AS initial exam fees are paid by the centre.

A2 initial exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments or students.

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 internal assessment requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers when exam statements are issued in January.

Retake fees for first and any subsequent retakes are paid by the candidates.

Candidates who request an enquiry about a result must pay the required fee.

The Disability Discrimination Act (DDA), special needs and access arrangements

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's special needs requirements are determined by the SENCO.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in exams.

Making special arrangements for candidates to take exams is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

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

Managing invigilators and exam days

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

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Disclosure & Barring Services (DBS) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

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.

Site management is responsible for setting up the allocated rooms.

A member of TWBS staff will start exams in accordance with JCQ guidelines.

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.

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. Papers will be distributed to heads of department once all students have completed the exam, including clash candidates, and all scripts have been packed.

Identification of Candidates

Internal candidates are able to have their identification verified by any member of staff who has access to the school management information system (SIMS).

In the case of external candidates, official photographic identification is required (passport, driving license etc.). A photocopy is retained for reference.

Candidates, clash candidates and special consideration

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 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.

The exams office will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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.

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.

The exams office will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments

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

Heads of department will ensure all internal assessment is ready for despatch at the correct time and the exams office will keep a record of what has been sent when and to whom.

Marks for all internally assessed work must be recorded and kept by the heads of subject.

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their internal assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 April to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The head of centre's findings will be notified in writing, copied to the exams office and recorded for awarding body inspection.

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

Candidates will receive individual results slips on results days in person at the centre. Results will not be given over the 'phone.

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When a candidate requests an EAR they will be charged the appropriate fee.

Details of the costs involved, deadlines and how to apply for EARs and ATS are issued to all students when they collect their results in August. Students are advised to read these details carefully as some deadlines are very tight.

After the release of results, candidates may ask the exams office to request the return of papers.

AS & A2 students may request photocopies of scripts (this must be done within a week of the results day) in order to decide if an EAR request is appropriate.

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

Certificates

Certificates are available for collection from the exams office from December 1st.

Certificates which are not collected will be held in the exams office for a period of one year after which they will be destroyed.

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Reviewed: March 2017

Reviewed by: Andrew Titheridge

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