



Lostock Hall Academy

Educating the Future

EXAMINATION POLICY

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1 AIMS

The aims of this policy are:

- to ensure compliance with Joint Council for Qualification regulations and exam board requirements;
- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates;
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. This Examination Policy will be reviewed every two years by the Senior Leadership Team and Examinations Officer.

2 EXAMINATION RESPONSIBILITIES

2.1 Head of Centre

The Headteacher will act as the Head of Centre for examination purposes and will be responsible for the operation of the academy as an Examination Centre.

2.2 Assistant Headteacher (Assessment)

- advises on appeals;
- is responsible for reporting all suspected or actual incidents of malpractice in examinations and assessments;
- ensures proper requirements/standards are maintained;
- acts as Quality Nominee for all BTEC qualifications.

2.3 Examinations Officer

The Examinations Officer is responsible for:

- managing the administration of external examinations;
- updating and distributing instructions and information for candidates and parents;
- advising the Senior Leadership Team, Heads of Departments, teaching staff and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies;
- overseeing the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events;
- ensuring that candidates and their parents are informed of, and understand those aspects of the examination timetable that will affect them;
- consulting with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with the Joint Council for Qualifications (JCQ) guidelines;
- providing and confirming detailed data on estimated entries;
- receiving, checking and storing securely, all examination papers and completed scripts;
- administering access arrangements and making applications for special consideration using the JCQ publications Access Arrangements, Reasonable Adjustments and Special Consideration.
- identifying and managing examination timetable clashes;

- line managing all invigilators and organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations;
- submitting candidates' coursework/controlled assessment marks, tracking despatch and distributing of returned coursework to HODs and to hand any other material required by the appropriate awarding bodies correctly and on schedule;
- arranging for dissemination of examination results to candidates and forwarding, in consultation with the Senior Leadership Team, any appeals/re-mark requests;
- consulting with teaching staff to ensure that all JCQ/awarding body deadlines are met;
- maintaining systems and processes to support the timely entry of candidates for their examinations;
- receiving, checking and storing securely all exam papers and completed scripts for dispatch to the awarding bodies;
- checking of all exam certificates upon receipt, prior to distribution to candidates.

2.4 Heads of Departments/Teaching Staff

Teachers are responsible for:

- submitting candidates' names and new courses to Examinations Officer upon request;
- to meet all deadlines set by the Examinations Officer;
- encouraging timely completion and submission of coursework/controlled assessment by pupils;
- providing dates of practical examinations to the Examinations Officer as soon as these have been confirmed;
- notification of any malpractice of coursework or controlled assessments.

2.5 SEN Coordinator

The SEN Coordinator is responsible for:

- identifying and testing of candidates, and requirements for access arrangements;
- notification of access arrangement requirements (as soon as possible after the start of the course) to the Examinations Officer;
- the 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.

2.6 Invigilators

Invigilators are responsible for:

- participating in yearly training and making themselves familiar with changes in examination regulations;
- collecting examination papers and other materials from the Examination Office before the start of the examination;
- supporting the Examinations Officer when preparing the examination rooms;
- supervision of candidates and ensure JCQ instructions are adhered to;
- assisting with the smooth and efficient running of the examinations;
- assisting the SEN department, with SEN examinations when required (readers, scribes etc).
- collecting all examination papers in the correct order at the end of the examination and returning them to the Examination Office;
- notifying the Examinations Officer of any breach of exam board regulations.

2.7 Candidates

Candidates are responsible for:

- confirming their entries and personal details on their statement of entry;
- ensuring they know the date, time and location of all their examinations;
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own;
- ensuring they abide by and are aware of the JCQ information for candidates for controlled assessments, coursework, written examinations and on-screen tests;
- ensuring they are aware of all deadlines for coursework/controlled assessments, entries and post results requests and that they meet the stated deadlines.

3 QUALIFICATIONS

The qualifications offered at this centre are decided by the Head of Centre are currently:

- Entry level;
- Functional skills;
- GCSE;
- Cambridge Nationals;
- Asdan;
- BTEC;
- Arts Award.

The subjects offered for these qualifications in any academic year may be found in the academy's website. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 1 October so that the estimated entries deadline can be met.

Informing the Examinations Officer of changes to a syllabus is the responsibility of the Heads of Subject and Heads of Department. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Assistant Head (Curriculum).

4 TIMETABLING

4.5 Internal Examinations

Internal Examinations and assessments are scheduled in December (Year 11) April (Year 10), or on demand as required. On demand tests are to be scheduled in agreement with the Assistant Headteacher and Examinations Officer as is the policy for offering on demand testing.

As far as is practicable, internal examinations will be held under external examination conditions.

The production and circulation of a detailed timetable and seating plans for key internal examinations will be the responsibility of the Assistant Headteacher (Assessment).

The invigilation arrangements where required and the preparation of the examination hall will be the responsibility of the Examinations Officer.

4.6 External Examinations

External examinations and assessments are scheduled in November, February, March, April, May and June. Heads of Departments decide which examination series are to be used in the centre.

Once confirmed, the Examinations Officer will circulate the examination timetable for external examinations.

5 ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates are selected for their examination entries by Heads of Department and subject teachers. Candidates or parents/carers can request a subject entry, change of level or withdrawal, but must be supported by the Head of Department.

It is the Head of Department and/or subject teacher's responsibility to check that all entry codes and details are correct and to advise the Examinations Officer of any amendments.

The academy will only accept entries from external candidates who are members of staff. The centre does not act as an examination centre for other organisations.

Entry deadlines are circulated to Heads of Department via email/pigeon hole.

Late entries are authorised by Heads of Department.

Cambridge National retakes are allowed. Retake decisions will be made in consultation with the Examinations Officer and Heads of Department. GCSE and BTEC retakes are not allowed.

6 EXAMINATION FEES

GCSE and other entry examination fees, late entry fees and amendment fees will be paid for by the academy. 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.

Reimbursements are sought from candidates who decide to sit an examination after the late entry/withdrawal deadline, who fail to sit an examination or who do not meet the necessary controlled assessment/coursework requirements without medical evidence or evidence of other mitigating circumstances. Likewise re-sit fees are paid by the candidates unless agreed by the Head of Department.

Candidates must pay the fee for an enquiry about result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

7 DISABILITY DISCRIMINATION ACT

All examination centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

Further information on how an Examination Centre must satisfy the requirements of the DDA is available on the DDA information page on the QCDA website.

The academy will meet the requirements of the DDA by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Senior Leadership Team, Examinations Officer and SEN Coordinator.

8 THE EQUALITY ACT, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

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

The SEN Coordinator will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SEN Coordinator can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

The following responsibilities will be assigned by the academy as follows:

- a candidate's access arrangements requirement is determined by the SEN Coordinator and Doctor/Psychologist and/or Specialist Teacher;
- making access arrangements for candidates to take examinations is the responsibility of both the SEN Coordinator and Examinations Officer;
- submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer in conjunction with the SEN Coordinator;
- rooming for access arrangement candidates will be arranged by the SEN Coordinator;
- invigilation and support for access arrangement candidates will be organised by the SEN Coordinator and the Examinations Officer when required.

9 OVERSEAS STUDENTS

Managing overseas students is the responsibility of the Examinations Officer.

10 CONTINGENCY PLANNING

Contingency planning for examinations administration is the responsibility of the SLT.

11 PRIVATE CANDIDATES

Managing private candidates is the responsibility of the Examinations Officer.

12 ESTIMATED GRADES

Heads of Department and teaching staff are responsible for submitting estimated grades to the Examinations Officer, when requested.

13 MANAGING INVIGILATORS

External personnel are used to invigilate examinations. The recruitment of invigilators, including any vetting procedures, such as securing the necessary Disclosure and Barring Service (DBS) clearance is the responsibility of the Examinations Officer. Any fees incurring in the vetting process will be paid for by the academy. Invigilators' rates of pay are set by the Senior Leadership Team and Governing Body.

Invigilators will be used for some internal, and all external examinations. They are timetabled and briefed by the Examinations Officer.

14 MALPRACTICE

The Senior Leadership Team together with the Examinations Officer are responsible for investigating suspected malpractice.

15 EXAMINATION DAY PROCEDURES

The following responsibilities will be applied to ensure the smooth running of examinations:

- the Examinations Officer will book all examination rooms, after liaising with other users and make the question papers, other examination stationery and materials available for the Invigilators
- the Premises Manager is responsible for ensuring that all allocated rooms are correctly set up;
- the Lead Invigilator will start all examinations in accordance with JCQ guidelines;
- subject teachers or a member of SLT should be present at the start of the examination to assist with identification of candidates, but must not advise on which questions or sections are to be attempted;
- subject teachers may be on hand during practical examinations in case of any technical difficulties;
- exam papers must not be read by subject teachers or removed from the examination room before the end of a session;
- as recommended by JCQ, question papers will not be released to Heads of Departments or teaching staff until twenty-four hours after the published finishing time of the examination.

16 CANDIDATES

Candidates will be subject to the following regulations during examinations:

- the academy'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 guidelines.
- candidates are expected to stay for the full examination time at the discretion of the Examinations Officer;

- candidates may only leave the examination room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times;
- the Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

The following procedures will apply to candidates who have exceptional circumstances as follows:

- candidates attending late or absent on examination day will be dealt with either immediately or subsequently by the Examinations Officer;
- candidates timetabled with concurrent examinations may require the provision of escorts, the identification of a secure venue and/or the arrangement of overnight supervision. It will be the responsibility of the Examinations Officer to identify and arrange;
- candidates who are ill before an examination, suffer bereavement or other trauma, are taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, are responsible for alerting the centre, the Examinations Officer, or the examination invigilator, to that effect;
- candidates making any special consideration claim must support this with appropriate evidence within five days of the examination, for example by providing a letter from the candidate's doctor. The Examinations Officer will then make the special consideration application to the relevant awarding body within seven days of the examination.

17 INTERNAL ASSESSMENTS AND APPEALS

The term 'Internal Assessment' replaces the largely discontinued term 'Coursework'. It is the duty of Heads of Department to ensure that all Internal Assessments are ready for despatch, with an authentication form completed declaring that all work submitted is the candidate's own work, at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Subject teachers and Heads of Department will provide marks for all Internal Assessments and estimated grades to the Examinations Officer by the due date.

The process for managing appeals against Internal Assessments is detailed in a separate Appeals Policy, which is available from the Examinations Officer and is also accessible on the academy's website.

18 RESULTS

Candidates will receive individual result slips on results day, either in person at the centre or by post to their home addresses (candidates to provide self-addressed envelope). Third parties may collect candidates' results only with written authorisation from the candidate to the Examinations Officer. An email request may also be made direct to the Examinations Officer prior to results day.

Uncollected results will be kept in the centre for distribution at the beginning of the next school year.

Results slips are withheld for candidates who owe fees or have not returned text books/equipment belonging to the academy.

The arrangements for the centre to be open and the provision of staff on results days are made by the Head of Centre.

18.1 Enquiries About Results (EARs)

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 Examinations Officer, teaching staff and Head of Department will investigate the feasibility of asking for a re-mark at the academy's expense. When the academy 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.

18.2 Access To Scripts (ATs)

After the release of results, candidates may pay for the return of their photocopied or original script for scrutiny of the results, prior to the awarding body deadline. 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 an original script has been returned.

19 CERTIFICATES

Certificates are presented in person at the academy's annual Presentation Evening, thereafter they can be collected and signed for from the Examination Office. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The academy will retain unclaimed certificates for five years.