



Bailey Street Alternative Provision
Academy

Exams Policy

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Signature	Chair of Governors	Date

Contents

- Policy Objectives
- Exam Responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Contingency Plan – see Contingency Plan document
- Disability Discrimination Act – see Disability Policy
- Access arrangements
- Estimated grades
- Managing invigilators
- Malpractice
- Exam days
- Candidates
- Clash candidates
- Special consideration
- Internal assessments and appeals – see Controlled Assessment Policy
- Results
- Enquires about Results (EARs) – see Internal Assessment for External Qualifications Policy
- Certificates

This policy should be read in conjunction with the following additional policies and appendices

- **Appendix A Outlining staff responsibilities - GCSE controlled assessments**
- **Appendix B Bailey Street Alternative Provision Academy Contingency Plan - Exams**
- **Appendix C Bailey Street Alternative Provision Academy Emergency evacuation procedure for Examinations**
- **Appendix D Bailey Street Alternative Provision Academy Disability Policy – Exams**
- **Appendix E Bailey Street Alternative Provision Academy Management Policy for Controlled Assessments**
- **Appendix F Review of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**
- **Appendix G Appeals against Internal Assessment for External Qualifications (GCSE) Including Controlled Assessments/Coursework**

The Policy Objective

- 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 centre'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 Senior leadership team and the exams officer.

Exam responsibilities

Having overall responsibility for the school as an exam centre, the Headteacher:

- Advises on appeals and re-marks where necessary.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exam Officer Responsibilities

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.
- Communicates regularly with staff concerning imminent deadlines and events.
- Notifies students of exam regulations
- 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 assessments are completed on time and in accordance with guidelines.
- Provides and confirms data on estimated entries.
- Receives checks and stores securely all exam papers and completed scripts.
- Manages the exams invigilator team in the day to day conduct of the school's exams.
- Ensures the provision of all necessary equipment for exams.
- Submits candidates' coursework marks, tracks despatch and return of 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.

Procedural responsibilities

Subject leaders are required to submit list of pupil exam entries for their subject to the Exam Officer adhering to the published deadlines, informing the exam officer of any special requirements that individual pupils may need i.e. dyslexic pupils may be able to apply for additional time.

- Exam Officer enters pupils for exams to the relevant examination board

- Exam Officer completes exam timetable
- Exam Officer will forward confirmation/timetable of pupils entered to relevant subject leader, upon receipt of confirmation documentation from the examination board, for verification of accuracy, (subject leader to sign timetable and return to exam officer for records). Any errors on the confirmation of exam entries must be brought to the attention of the exam officer immediately and is the responsibility of the subject leader
- At the start of the summer term (1st week) Exam officer will send a letter of confirmation to parent/carers of their child's exam entries including dates, times, and venues
- Exam Officer will allocate exam rooms as appropriate and in line with the examination boards requirements
- The last date for GCSE entries is February, subject leaders must ensure that all entries are made by this date
- During the first week of the Summer term the Exam Officer will forward the exam timetable to the Headteacher/deputy head in order that he / she can identify which staff will invigilate exams (invigilators can be employed by the Hollies however invigilators cannot teach the subject that the exam is in).
- Exam Officer will take receipt of all exam papers and ensure that they are stored away immediately in the exam safe
- Exam Officer will be responsible for the rules and procedures during the exam. Identified Lead Invigilator is responsible for ensuring that the room is ready for exam use and all the relevant equipment is there, notices are displayed, and exam papers are issued
- Exam Officer will collect all exam papers at the end of each examinations – **staff are not permitted to take exam papers at the end of the exam**
- Exam Officer will ensure that all exams are submitted to the exam board in line with their procedures
- All staff involved in the examination process must read Bailey Street Alternative Provision Academy Exam Policy
- Exam Officer submits list of exam entries for each subject to the Bursar
- Exam Officer will come into the school - Bailey Street Alternative Provision Academy, during the Summer Holiday for two days to organise the results

Subject Leads are responsible for:

- Accurate completion of entry and all other marksheets and adherence to deadlines as set by the Exams Officer.
- Informing the exam officer of any special requirements that individual pupils may need i.e. dyslexic pupils may be able to apply for additional time

- Organisation and monitoring of controlled assessment tasks and ensuring security of tasks/students' work in line with JCQ guidelines and the school-controlled assessment policy.
- Accurate completion of assessment mark sheets and centre declaration sheets.
- Provision to the exam's officer of up-to-date syllabus information, assessment schedules, entries, and amendments.
- Provision of re-sit candidate lists at GCSE and communication with students who are offered re-sits.
- Guidance of students who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures where necessary.

Teachers are responsible for:

- Provision of exam entry details to Subject Leaders
- Notification of access arrangements requirements to SENCo (as soon as possible after the start of the course).
- Provision of exam information and advice to students in their classes.

The Sen Coordinator/ SENCo is responsible for:

- Identification and testing of candidate's requirements for access arrangements.
- Notification of students requiring access arrangements, together with a copy of the application and evidence, to the Exams Officer, before the exam entry deadline in February.
- Obtaining data protection permission signature from students concerned.
- Application for access arrangements on-line.
- Provision of staff and word processors to support students with access arrangements in their exams.
- 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.

Lead Invigilators/invigilators are responsible for:

- Conduct of exams in accordance with JCQ regulations, reporting to the Exams Officer any incidents/issues arising during exams.
- 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.
- Ensuring exam room is ready for exam use

Candidates are responsible for:

- Confirmation and signing of entries.

- Understanding controlled assessment regulations and signing a declaration that authenticates the work as their own.
- Adherence to JCQ regulations and school procedures governing exams
- Prompt attendance for all exams.

Appendix A Outlining staff responsibilities - GCSE controlled assessments

Qualifications offered

The qualifications offered at this centre are decided by the Headteacher, SLT and Subject Leaders.

The main qualifications offered are GCSE, GCSE Entry level, BTEC , Functional Skills Maths and English and NCFE.

Decisions on whether a candidate should be entered for a subject will be taken by the Headteacher in consultation with subject teachers.

Exam seasons and Timetable

External exams are scheduled in November, January, March, May, and June. The Head of Department decides which exam series is used. Once confirmed, the exams officer will circulate exam timetables for external exams.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Headteacher and subject teachers.

Candidates or parents/carers cannot demand a subject entry, change of level or withdrawal but can make a request for an amendment to the Head of Department.

The centre does not accept private candidates but may accept entries from former students from time to time.

The centre does not act as an exam centre for other organisations.

Late entries are authorised by the Headteacher.

Exam fees

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.

GCSE entry exam fees are paid by the Centre – one entry per candidate.

Functional Skills entry exam fees are paid by the Centre – one entry per candidate.

Late entry or amendment fees are paid by the Centre where the amendment has been made by a department.

Contingency planning

To be read in conjunction with Bailey Street Alternative Provision Academy Contingency Policy Exams.

When it is intended to conduct an examination for a candidate at an address other than the centres registered address the Exams Officer will inform JCQ using the Alternative Site Form available on the JCQ website <http://www.jcq.org.uk/exams-office/forms/alternative-site-form-and-guidance-notes> as soon as possible and no later than six weeks before the start of the examination series.

Question papers and exam stationery will remain in the secure storage facilities at the centre's registered address until 90 minutes before the published start time for the examination.

Question paper packets will not be opened prior to the scheduled date of the examination. Question paper will be taken to the examination venue, securely packaged, and kept under secure conditions at all times, by a member of centre staff – all in accordance with the JCQ Instructions for Conducting Examinations guidance.

Appendix B Bailey Street Alternative Provision Academy Contingency Plan - Exams

Appendix C Bailey Street Alternative Provision Academy Emergency evacuation procedure for examinations

Disability Discrimination Act

To be read in conjunction with Bailey Street Alternative Provision Academy Disability Policy

All exam centre staff must ensure that 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.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Headteacher, Exams Officer and SENCo.

Appendix D Bailey Street Alternative Provision Academy Disability Policy – Exams

Access arrangements

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

A candidate's access arrangements requirement is determined by the SENCo.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer.

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

Rooming and invigilation for access arrangement candidates will be arranged by the Exams Officer.

The SENCo will organise the provision of support for these candidates in exams.

Estimated grades

Heads of department are responsible for submitting estimated grades to the Exams Officer in accordance with Exams Office deadlines.

Managing invigilators

Hollies staff are used to invigilate examinations, provided they are not invigilating the exam of the subject they teach. Support staff will also be used where necessary.

Invigilators are timetabled and briefed by the Exams Office staff.

Malpractice

The Exams Officer is responsible for investigating suspected malpractice in the first instance.

All instances of malpractice or suspected malpractice will be reported to the Headteacher.

Exam days

The Exams Officer will book all exam rooms and make the question papers, other exam stationery and materials available for the lead invigilator.

Lead Invigilator is responsible for setting up the allocated rooms.

Teaching staff, unless invigilating are not normally present in the exam room. However, 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.

In practical exams subject teachers may be on hand in case of any technical difficulties. A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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 subject leaders 24 hours the exam has been sat.

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 guidelines. All instances of disruptive behaviour will be reported to the Headteacher or SLT.

Candidates are expected to stay for the full exam time.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must always be accompanied by a member of staff.

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

Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue, and arranging supervised lunch breaks or overnight stays.

Special consideration

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 Officer, or the exam invigilator, to that effect.

Heads of Year/teachers should inform the Exams Officer of any students who might be eligible for special consideration.

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

Internal Assessments and Appeals – see Controlled Assessment Policy

Internal assessment replaces the largely discontinued term coursework.

It is the responsibility of Heads of Department to organise the completion of internal assessment tasks in line with JCQ regulations. The school has a separate policy document for Controlled Assessment giving details of responsibilities and assessment management.

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

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Heads of Department.

Appeals against internal assessments must be made by 30 April for entries in the summer season.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in separate appeals policies

Appendix E Bailey Street Alternative Provision Academy Management Policy for Controlled Assessments

Appendix F Review of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Results

Candidates will receive individual result sheets on results days, either in person at the centre or by post to their home addresses.

Arrangements for the centre to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

Enquiries about Results (EARs) -see appeals against internal assessment for external qualifications policy

A review of marking may be requested by candidates if they feel there has been an error in marking. The candidate's written consent is required before any re-mark is requested as marks can go up or down as a result of EARs.

Heads of Department may request re-marks on a student's behalf. However, they must obtain the student's written permission. These re-mark requests will be charged to the department concerned.

Appendix G Appeals against Internal Assessment for External Qualifications (GCSE) Including Controlled Assessments/Coursework

Access to Scripts

After the release of results, candidates may request the return of papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. A fee is charged for this service.

Certificates

Certificates can be collected and signed for at Reception during normal school hours or posted via recorded delivery to the student's home address.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authorisation to do so from the candidate.

DBS

All Staff have an enhanced DBS certificate.

