



# BENSHAM MANOR School

## Examinations Policy

Last reviewed: October 2019



## Rationale

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 meet JCQ requirements for conducting exams.

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 Head of Centre, Senior Leadership team and Exams Officer.

## Exam Responsibilities

Having overall responsibility for the school as an exam centre, the Head of Centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. **Please see Appendix 1 - Suspected malpractice in examinations and assessments.**

## Exams Officer

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, governors 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.
- 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 coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts. All scripts to be placed in secure storage on arrival at the centre.
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access Arrangements and Reasonable Adjustments 19/20.
- Identifies and manages exam timetable clashes.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams according to JCQ requirements.
- 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.

Teachers are responsible for:

- Notification of Access Arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Exams Officer including awarding body and course codes.

The Access Arrangements Co-Ordinator is responsible for:

- Identification and letter of support for candidates requiring 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.

Lead invigilator/invigilator/Exams Officer are responsible for:

- Preparing the exam room according to JCQ requirements.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Two members of staff must check the details on the exam paper to ensure it is the correct paper.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## Qualifications Offered

The qualifications offered at this centre are decided by the Heads of Subject.

Currently, the qualifications offered are:

Edexcel	GCSE- Maths & Textiles BTEC/Foundation Learning- Skills for Work & Independence, Home Cooking Skills, Applied Science, IT Users Entry level- Maths Functional Skills-Maths, English, ICT Number and Measure Level 1 Award
WJEC	English (GCSE, Entry Level) Pathways
OCR	
AQA	Art (GCSE & Entry Level)

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the Exams Officer must be informed. Informing the Exams Officer of changes to a specification is the responsibility of the Heads of Subject. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers.

## Exam Series and Timetables

### Exam Seasons

External exams and assessments are scheduled in May and June. Functional Skills Level 1/Level 2 are offered on demand.

## Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for external exams.

## Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by subject teachers. Candidates or parents/carers cannot request a subject entry, change of level or withdrawal. The centre may accept entries from external candidates at their discretion. The centre does not act as an exam centre for other organisations. Entry deadlines are circulated to Heads of Department via Email. Late entries are authorised by subject teachers. GCSE retakes are allowed. Re-sit decisions will be made in consultation with subject teachers.

## Exam Fees

All exam entry fees are paid for by the Centre. Private candidates will be charged for their exam entry.

## Disability Discrimination Act

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.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the JCQ website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

## Access Arrangements

The SENCo 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 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 suggested by the subject teacher. Making access arrangements for candidates to take exams is the responsibility of both the Subject teacher and Access Arrangements Lead. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Access Arrangements Lead. Rooms for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

## Contingency Planning

Contingency planning for exams administration is the responsibility of the Senior Leadership Team. See separate Exams Contingency Policy.

## Estimated Grades

The subject teacher is responsible for submitting estimated grades to the Exams Officer when requested.

## Managing Invigilators

Support staff are used to invigilate examinations. Recruitment of additional invigilators is the responsibility of the Centre administration. Invigilators rates of pay are set by the Centre administration. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration. DBS fees for securing such clearance are paid by the Centre. Invigilators are trained, timetabled and briefed by the Exams Officer.

## Secure Storage

All exam papers are stored according to JCQ requirements. The keys to the safe storage are kept in a coded key safe outside the secure storage. There are 4 key holders-Exams Officer, Office Manager, Administrative Assistant and Exams assistant

Exam papers will be logged by office staff upon arrival. The Exams Officer will be contacted to take the papers to the secure storage. In the event of the Exams Officer being unavailable, the Office Manager or Administrative Assistant will take the papers to secure storage. If the question packets cannot be checked immediately upon receipt, they will be locked away in the Centre's secure storage until the Exams Officer can make the necessary check, within 24 hours.

## Exam Days

The Exams Officer 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 Exams Officer is responsible for setting up the allocated rooms according to JCQ guidelines. The lead invigilator/Exams Officer will start all exams in accordance with JCQ guidelines.

The Exams officer will assist with identification of candidates. 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 distributed to Heads of Department at the end of the exam session. Staff are not allowed to read candidates completed scripts.

## Candidates

Candidates must follow all JCQ requirements whilst in the exam room. 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.

Candidates are expected to stay for the full exam time at the discretion of the Exams Officer 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 Officer is responsible for handling late or absent candidates on exam day or subsequently.

## 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. 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

Internal assessment replaces the largely discontinued term coursework. It is the duty of subject teachers 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 to be provided to the candidate 2 weeks before they are entered on the awarding bodies IAMS. Appeals against internal assessments must be made within seven days and before the marks are sent to the awarding body.

The process for managing appeals against internal assessments is detailed separately. **Please See Appendix 2 – Internal Appeals Policy**

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

Candidates will receive individual result slips on results day. School will be open for two hours for candidates to collect results. Any uncollected results will be posted to their home address.

### 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 written consent is required after the results are published and before any EAR is requested. 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. 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

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

Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The centre retains certificates for three years.

## Appendix 1 - Suspected Malpractice in Examinations and Assessments

Your course includes school assessed work. This information gives you a guide to ensure that no student gains an unfair advantage by cheating or copying work. This is called 'misconduct'

Assessment malpractice is

- Acting unfairly or dishonestly,
- Receiving undue help from outside Bensham Manor School,
- Allowing others to copy your work
- Copying some else's work from the internet or books.

If you are caught doing any of these, the school will investigate and take disciplinary action against you.

**This is what is expected of you:**

- Hand in your own original work for assessment
- Never copy work from another student
- Never let another student copy your work
- Inform your teacher if someone tries to copy your work

**If there is evidence of malpractice:**

- Your teacher will speak to senior staff and an investigation will be carried out
- Your parents will be informed
- Disciplinary action will be taken according to how serious the mal practice appears to be.
- You may have your grade reduced
- You may be given a different assignment to do
- You may be disqualified

**Bensham Manor School will seek to avoid malpractice by:**

- Informing pupils of the school policy and penalties
- Reviewing assignments annually to avoid copying from previous years
- Include a variety of assessment formats to reduce the reliance on written assignments
- Ask pupils to authenticate their work.

If malpractice is by a member of staff, Bensham Manor School will follow the guidelines set out by the exam board.

## Student Appeals Procedure

Bensham Manor School will allow pupils the right to appeal against decisions; however exam bodies also have their own appeals procedures. If you feel your results are not correct, you may make an appeal.

- You will need to write a letter of appeal to the head Teacher.
- Bensham Manor School will acknowledge the letter within 3 days
- An appeal hearing will be held within 10 days
- You may attend the hearing and be accompanied by an adult.

- The appeal will be considered by the Head teacher and a letter of outcomes sent within a week.

I have read and understood this Policy

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2 – Internal Appeals Policy

### Coursework and Controlled Assessment

Bensham Manor is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Bensham Manor is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Bensham Manor will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Bensham Manor will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Bensham Manor will, having received a request for copies of materials, promptly make them available to the candidate.
4. Bensham Manor will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Bensham Manor will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Bensham Manor will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Bensham Manor will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.



After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Bensham Manor and is not covered by this procedure.

If the teacher has doubts about authenticating a piece of work, these will be raised with the student at the earliest opportunity. The students will be given a chance to remove material which cannot be authenticated or to undertake an alternative task if this is practical. No work that is unable to be authenticated can be used. If malpractice is suspected whilst the Controlled Assessment is occurring then it should be investigated immediately.