



EXAMS

Responsibilities

and Procedures

POLICY

Updated:	March 2016
Approved by:	Local Governing Board
Approved:	March 2016
Adopted by FGB:	March 2016
Scheduled review date:	March 2019

LeAF Academy

Examinations Responsibilities and Procedures

THE OBJECTIVE

Deliver an efficient exams system for the benefit of students and provide clear guidelines for all users.

EXTERNAL EXAMS

- **All exams will be conducted according to the rules laid down by the JCQ and exam boards and within the start and finish times as determined by the boards.**
- The Exams Officer, reporting to the Principal, is responsible for the organisation and conduct for all external exams.
- Room allocation will be provided by the Academy, to meet the requested requirements as needed. Student's needs should be of primary consideration.
- Final confirmation of entry numbers and levels will be made with each department.
- All exam papers will be counted in by the Exams Officer and locked securely away.
- Exam papers must not be perused or removed from the exam room until the end of the session when they will all be returned to the Exams Office.
- Late arrivals more than 1 hour after the **official** start time will be reported to the boards in accordance with the regulations. The official start times are 9.00am and 1.30pm. Our morning sessions normally start at 8.45am and careful adherence to the JCQ rules on supervision for short exams is required, i.e. they will not be allowed to leave the exam room until the official end time. Assistant Heads of School will monitor attendance before the start of the exam to identify and chase missing candidates. They will liaise with the Exams Officer regarding their entry to the exam room upon late arrival.
- Any **misconduct** or irregularity will be reported initially to the Heads of School or the Assistant Heads of Schools to deal with. The Exams Officer will in turn notify the SL and CALs as a matter of record. Any possible reporting to an Exam Board will be referred to the Principal.
- At the end of any exam, papers will be collected in and taken to the Exams Office.
- Students will not be allowed to leave an exam until the time stated on the start/finish board unless previously agreed.
- Assistant Heads of Schools will be requested to supervise quiet (and rerouted) movement about the school during examinations in the halls. This will apply between lessons, break time and after school and occasionally during lunch breaks.

EXAMINATION PLANNING

- In July, the Exams Officer will request from all departments information on Board, Syllabus, Units etc used by that department and when to be sat/entered. This information must be provided and agreed a week before end of term. Any changes or additions should be advised to the Exams Office early in September. **It is CALs responsibility** to provide this information to the Exams Office which is needed by the Exam Boards and Exams Officer to ensure appropriate materials are made available and preparation made for entries to meet deadlines.

ENTRIES AND AMENDMENTS

- CALs may nominate alternative members of staff who will have responsibility for all exam entries and passing of information to and from the Exams Office for respective subjects/levels. The CAL will retain overall responsibility.
- **It is the responsibility of CALs & Nominated members of staff to ensure that all entries are clearly presented to the Exams Office by the deadlines requested and to check and review all entries are correct. Any amendments should be made ASAP bearing in mind published late/amendment fee dates.**
- The Exams Office will provide reports to facilitate reviews of entries.
- Provided timely information is received from teachers the Exams Office
- Exams Office will be responsible to ensure all entries are processed by the due date set by the Board.

- Departments should carefully monitor entry lists and class lists for leavers and new arrivals on a regular basis and advise the Exams Office promptly to keep late withdrawal costs and the levels of absenteeism at exams to a minimum.
- Withdrawals/amendments will be accepted by the Exams Office up to the date set by the Board. The Exams office will publish deadline dates for guidance.
- BTEC registration withdrawals must be made by the end of January in the first year of a course in order to obtain a refund. The Exams Office will prompt reviews in good time.
- All amendment requests must be in writing, preferably by email.
- Late Entries/Amendments incurring fees must be signed off by the Principal using the form provided.
- Late entries/withdrawals/amendments may be charged to the department in accordance with the relevant board tariffs if they were avoidable.

RESITS

It is assumed that:

- Candidates will not be entered for units unless they are fully prepared in time for the relevant exam series.
- All candidates will give of their best at the first attempt at all examination unit sittings.
- A decision to take a resit is made before the published entry deadlines.

On this basis:

- 6th Form candidates will be expected to make a personal application, after discussion with subject heads, for resits and pay a fee to the federation (currently £15.00 for GCE units and £20 for GCSE resits) to help cover costs. GCSE fees will be refunded provided students have regularly attended lessons and the examinations. The Head of 6th Form is responsible for setting out the criteria to students and making the decision to refund.
- All agreed KS4 student resits will be paid for by the federation.

COURSEWORK/CONTROLLED ASSESSMENTS (CA)

- All coursework must be submitted in the manner laid down by the JCQ and as requested by the boards. Although the wording is slightly different for each board it is clear **the preferred method is to submit work in a manila folder** which is clearly marked on the front with student name, number and centre number. **The use of plastic folders or inserts is not acceptable.** The aim is to keep packaging light and easily accessible.
- **Specific operating procedures for Controlled Assessment at Oak Academy can be found in the folder [Exam Procedures & Policies](#) which will be shared with the exam board as to how we are fulfilling our expectations and requirements.**
- It is the responsibility of CALs to ensure that all coursework/Controlled Assessment mark sheets and the moderation samples are ready for despatch at the time requested by the Exams Office. Deadline dates will be published by the Exams Office.
- **It is a strict requirement that student authentication forms are always signed.** Some boards require them to be submitted with moderated coursework otherwise they should be retained in school until the end of the appeals window (31 October). Teacher authentication sheets are always required with submitted coursework otherwise 'zero' marks will be awarded.
- The Exams Office will package all coursework and arrange for posting via a Parcelforce 48hr contract.
- Any coursework/Controlled Assessment that is lost/damaged or destroyed must be notified to the Exams Officer immediately so that correct procedure can be followed to notify the Boards.

INVIGILATION

- LeAF will employ external and internal Invigilators to invigilate all external exams.
- These will be recruited by the SL and CALs and trained by the Examinations Officer.
- All external invigilators have access to the JCQ Instructions for conducting examinations booklet whilst carrying out their duties.
- All external invigilators will also be given a personal copy of the school 'Reminder Notes for Invigilators' which will be updated each year in line with policy changes.
- Updating training/briefing events will be held as required.
- Invigilators will follow JCQ instructions and guidance at all times and will be provided with the necessary information to do so within our Academy.

- The Exams Officer will ensure that there is a designated invigilator in charge of the venue for each session, whose role will be to oversee the conduct of the session and maintain the appropriate security.
- The Lead Invigilator will ensure that attendance lists and seating plans are checked.
- Invigilators must not take any work or reading material into the room, as they must give full attention to the conduct of the examination.
- Invigilators must not leave the exam room unless somebody has relieved them.
- A teacher who has directly prepared the candidates for the subject being examined or a senior member of staff who has had overall responsibility for the candidates preparation for the examination **must not** be the sole invigilator at any time during the examination.

TEACHERS AT EXAM TIMES

- Teachers will be used to supervise the orderly queuing of candidates and the quiet entry into the halls. They should liaise with the Exams Officer or Lead Invigilator to ensure students are brought into the Hall in the order required.
- Authorised (by the Principal) teachers may be present at the start of the exam to:
 - ✓ Identify and settle candidates and instil discipline;
 - ✓ Check that there are no problems in relation to equipment, set texts and candidates having the right paper;
 - ✓ Using information provided by the invigilator and the subject teacher, ensure that students have been prepared for the set texts highlighted on the paper.
 - ✓ If requested a teacher may remove a paper from the hall to deal with a specific problem that needs to be referred to the exam board immediately.
- Teachers are **not allowed** to:
 - ✓ Read or take exam papers from the hall. They must remain under the strict control of the invigilators until the end of the examination session or until all students have completed the exam.
 - ✓ Give any advice or guidance to students regarding the papers or any perceived errors.
- On occasions teachers will be requested to monitor the orderly exit from exams.
- It is acceptable for a teacher to remain in the hall during exams and they may sit at the back and undertake work. They would be available to support in case of behavioural incidents or query.
- Teachers should not walk the hall looking over candidate's shoulders to see what they are writing. This behaviour can put extra stress on candidates.
- Students are not allowed to be given any other guidance in respect of exam papers other than that which is printed on the exam paper.

ELECTRONIC COMMUNICATION DEVICES including Mobile Phones/MP3 players and wrist watches with a data storage device

- These are not allowed in exam rooms.
- Students will be advised not to bring them into school but if they must to hand them in before queuing for their exam.
- For those students who turn up to the exam Halls with an electronic communication device, it will be collected in and removed until the end of the exam.
- A system of numbered bags and fobs will be used to ensure phones are returned to their rightful owner.

DESPATCH OF EXAM SCRIPTS

- Exam scripts will be checked against attendance registers by the Exams Officer and team.
- Scripts will then be securely packaged using relevant Board envelopes.
- The Parcelforce arrangements will be used accurately to ensure safe, traceable delivery of all scripts to markers.
- The Exams Officer will manage relationships with the local Parcelforce team.

RESULTS

- Results will be available to students and staff after the day notified by the exam boards only. Arrangements will be circulated to candidates.
- The Exams Office will provide guidance on the Post Results Services.

- All post results enquiries must be submitted by dates as advised each year on the appropriate application form (obtainable from the Exams Office) and fees must be paid upfront if it is a student request.
- The Exams Officer will process and track all requests.

INTERNAL EXAMINATIONS

- The Exams Officer will be responsible for helping to coordinate the delivery of internal exams along with the SLT and CALs.
- Invigilation will generally be carried out by teachers only.
- Appropriate accommodation to be provided by the Academy as arranged by CALs or agreed by the SLT.
- CALs will be responsible for producing exam papers that are suitable for the time slot that they have been allocated.
- Exam papers should be delivered to the Exams Office at least 48 hours before the exam.
- CALs must ensure that they are represented at the start of their subject exam and make arrangements for the collection of the papers at the end.
- Mock exams should be conducted as if they were External Exams.

COMMUNICATIONS

- The Exams Officer will be responsible for producing all external exams communications in agreement with the SLT and CALs and ensuring prompt distribution via Vice Principals.
- The Exams Officer will liaise with CALs on all internal exam communications.
- Exam Information will be published on the Academy Website for all to see.
- General Exams Information for Staff will be published in the Staff Info Area, Examinations folder which should be a point of reference for all staff.

SPECIAL NEEDS

- It is the responsibility of the SEN Manager to liaise with the Exams Officer about the “access arrangements” for candidates with special needs in a timely manner, usually in the first month of the new school year.
- The SEN Manager is responsible for all assessments and requests which the Exams Office will process and record. JCQ Deadline dates must be adhered to.
- **All teaching staff are responsible for advising the SEN Manager of possible Access Needs for students at the outset of their course.** This includes a note of all disabilities. **It is not acceptable to raise queries just before an assessment date except for emergencies.** The INCO has overall responsibility for ensuring all access arrangements are properly assessed and applied.
- Special arrangements can include any or all of the following for special needs students:
 - ✓ Extra time for coursework and examinations
 - ✓ Rest periods
 - ✓ A reader
 - ✓ A Scribe
 - ✓ Enlargements/models
 - ✓ A helper
 - ✓ A prompter
 - ✓ Separate room/invigilation
 - ✓ Use of a word processor, an iPad or a pc tablet
- Special Arrangements can, exceptionally, also be made for pupils to take their examinations outside school e.g. phobic pupils, ME sufferers etc.
- Documentary evidence must be produced by appropriately qualified people to accompany request for special arrangements.
- Separate rooms will be provided for those students who need a reader and/or scribe and also those requiring extra time.
- The reader/scribe should preferably be a person known to the student who has worked with that student previously.
- **It is the responsibility of LeAF Academy** to provide sufficient readers/scribes to meet candidate demands.
- It is the duty of the SEN Manager to provide adequate training to ensure that no unauthorised help is given to these pupils.

- The early opening and checking of special needs candidates' papers should be carried out by the SEN Manager and the Exams Officer, with the permission of the Exam Board and any further enlargements or modifications completed in time for the exam to start.
- All exam papers for special needs candidates should be taken to the Exams Office immediately after the exam has finished.
- Candidates with extra time/help for coursework/CA must ensure that it is all their own work. It is the responsibility of CALs to ensure that the work is original.
- The Controlled Assessment Policy covers Access Arrangement policies for these tests.

POLICY ON EMERGENCY EVACUATION DURING EXAMS

We hope that no fire/emergency alarms go off during the exam period, however if it does these instructions must be followed as best as possible. **We appreciate it may be a very difficult situation and rely on Invigilators to do their best:**

1. If an intermittent bell rings Invigilators should keep students working as normal, noting the time of the disruption.
2. If a continuous bell sounds for more than a few seconds then, as calmly as possible, Invigilators must ask all candidates to stop working immediately and put all pens and equipment down. **All papers and equipment to be left on the desks.**
3. Arrange for students to leave in groups with an invigilator. Students should be instructed to keep a metre apart **and not talk to anyone**. The aim is to maintain the confidentiality and security of the exam as far as possible.
4. The Lead Invigilator should take the exam attendance lists with them. These will be required to verify who is out of the building.
5. From Hall B you will leave by the fire exits leading directly onto the field and go to the road side of the field as far from the building as possible.
6. **If you have time and are able please try and secure the hall/room before leaving.** Do not put yourself at risk to accomplish this.
7. From all other halls and rooms the meeting place is on the back field on the far left side (as you look at it from the school), keeping students as far away from other student groups as possible and still maintaining a 'no talking situation'.
8. **You will need to note carefully times of disruption and any likely breaches of security/malpractice.**
9. When returning to the exam room Invigilators should check all candidates have returned. Wait until the candidates have settled down and restart the exam. Advise them that the disruption will be reported to the appropriate exam boards for Special Consideration.