



Exams Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:	Curriculum and Student Welfare
Date Approved:	Spring Term 2016
Review Period:	Two yearly
Next Review Date:	Spring Term 2018

Autism Statement

We at Limpsfield Grange School aim to develop practices and policies that promote and sustain the wellbeing of children and young people with Autism.

We aim to offer training and support for staff, parents and other stakeholders to enable them to best meet the needs of children and young people with Autism.

We aim to establish a consistent approach across all areas of our school community that enables all students with Autism to learn and make progress.

We aim to ensure that our communication with all stakeholders is clear and appropriate.

We aim to ensure that our physical environment is responsive to the needs of children and young people with Autism, and that we take account of the sensory needs of individuals.

We aim to provide a range of experiences that enable interaction; promote social inclusion and independence; and support learners with Autism to reflect on their experiences.

We aim to empower our learners to understand their Autism and celebrate their difference.

We aim to provide on-going high quality staff development for all members of staff at Limpsfield Grange.

We aim to develop and sustain a multi-disciplinary approach where professionals plan and work together to meet the needs of learners with Autism.

Limpsfield Grange School Exams Policy

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 every two years by the Head of Centre, Deputy Head, Senior Leadership Team, Exams Officer and Governors.

Exam responsibilities

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

- Advises on appeals and re-marks.
- Has a duty at all times to maintain the integrity of external examinations
- Is responsible for reporting all suspicious or actual incidents of malpractice. Refer to the JCQ document "Suspected malpractice in examinations and assessments".

The Exams Officer:

- Manages the administration of public and internal exams.
- Advises the Deputy Headteacher, subject teachers 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/controlled assessment 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.
- Administers access arrangements, after consulting with the SENCO, and makes applications for special consideration using the JCQ publication "Access arrangements, reasonable adjustments and special consideration".
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages all of the exam invigilators and is responsible for their training.
- Provides training for staff who act as readers and scribes in internal and external exams.
- Submits candidates' coursework/controlled assessment 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 Deputy Headteacher, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Deputy Headteacher

- Organises teaching and learning.
- Manages external validation of courses followed at Key Stage 4.
- In conjunction with the Exams Officer:
 - 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.
- In the absence of the Exams Officer:
 - Receives, checks and stores securely all exam papers and completed scripts.

Subject Teachers are responsible for:

- Ensuring that necessary coursework/controlled assessment is completed on time and in accordance with the subject specification and JCQ guidelines.
- Ensuring that all requested information on estimated entries is returned to the Exams officer as requested.
- Adhering to any deadlines set by the Exams Officer.
- Providing evidence, where applicable, to support candidate's Access Arrangements in line with JCQ regulations.
- Informing the Deputy Headteacher and Exams Officer of planned controlled assessments so that the necessary staffing arrangements can be made.
- Informing the exams officer of changes to a syllabus or specification after consultation with the Deputy Headteacher and Assistant Headteacher.

Head of Key Stage 3 is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- In consultation with the SENCO, 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.

Invigilators are responsible for:

- Collection of exam papers and other material from the exams office in good time before the start of the exam as requested by the Exams Officer.
- Following the instructions and regulations as set out by the JCQ in relation to conducting examinations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams Officer together with all exam material as necessary.

Candidates are responsible for:

- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and Deputy Headteacher.

The qualifications offered are GCSE and Entry Level.

The Key Stage 4 curriculum is reviewed and changed each year to reflect the varying needs of the students entering Key Stage 4.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents/Carers, Subject Teachers and Deputy Headteacher.

Exam seasons

Internal exams and assessments are scheduled in December or January.

External exams and assessments are scheduled in May and June.

Both mock exams and internal exams are held under external exam conditions.

On-demand tests are to be scheduled in agreement with the Exams Officer.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for Internal and External exams.

Entries, Entry Details and Late Entries

Candidates are selected for their exam entries by the Subject Teachers and the Deputy Headteacher.

In consultation with the Deputy Headteacher, Subject Teacher and Exams Officer, candidates or parents/carers can request a subject entry, change of level or withdrawal.

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

Entry deadlines are circulated to Subject Teachers and the Deputy Headteacher by email and the exams notice board in the Staff Room.

Late entries are authorised by Deputy Headteacher.

Exam Fees

There will be no charge to individual subject areas or candidates 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. All exam fees are paid by the Centre. However, it will be at the discretion of the Exams Officer and Deputy Headteacher as to whether late entry or late amendment fees are paid by the individual subject areas.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework /controlled assessment requirements without medical evidence or evidence of other mitigating circumstances.

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006 as well as the Equality Act 2010.

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 Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- identifying a physical or mental impairment;
- looking into adverse effects and assessing which are substantial;
- considering if substantial adverse effects are long term;
- judging the impact of long term adverse effects on normal day to day activities.

Statutory guidance on the Equality Act 2010 is that disability means 'limitations going beyond the normal differences in ability which may exist among people'.

The centre will follow the guidance on the Equality Act and meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and Deputy Head.

Access arrangements

The Head of Key Stage 3 will inform the SENCO of any special arrangements that individual candidates can be granted during the course and in the exam but which may vary between subjects. A candidate's access arrangements requirement is determined by the Senior Teacher in Key Stage 3. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

Rooming for access arrangement candidates will be arranged by the Deputy Head with the Exams Officer. They are also responsible for making access arrangements for candidates to take exams and for arranging the necessary support.

Invigilation for access arrangement candidates will be organised by the Exams Officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Deputy Headteacher.

Private candidates

Managing private candidates is the responsibility of the Deputy Headteacher.

Estimated Grades

Subject teachers are responsible for submitting estimated grades to the Exams Officer when requested to ensure deadlines are met.

Managing invigilators

External staff are used to invigilate examinations. These invigilators will be used for external exams as well as for mock exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the School Business Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators rates of pay are set by the Centre.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

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 invigilators.

The Site Manager is responsible for setting up the allocated rooms.

Invigilators will start all exams they have been assigned to, 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 or sections 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 before the end of a session. Papers will be distributed to subject teachers at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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.

Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or invigilator.

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

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.

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 assessment

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 and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject Teachers.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.

Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

Candidates will receive individual statement of results on results day, either in person at the centre or by post to their home addresses. Arrangements for the centre to be open on results day are made by the Head of Centre. The provision of staff on results day is the responsibility of the Head of Centre.

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 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 ten days' scrutiny of the results. The candidate consent form must be signed and the applicable fees to be paid by the candidate prior to the request being submitted to the awarding body.

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. They can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. If they remain uncollected the Centre will send by registered post to the candidate’s home address. The centre retains certificates for two years .

Review

The Governing Body of Limpsfield Grange School adopted this policy on: _____

It will be reviewed on: _____

Signed: _____

Dated: _____