



SAINT PIUS X CATHOLIC HIGH SCHOOL

EXAM POLICY

Saint Pius X
Catholic High School

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Role	Name	Contact details
Headteacher	Miss S. Smith	01709 767900
Exams Officer	Miss D. Young	01709 767900

INTRODUCTION AND AIMS

At Saint Pius X Catholic High School we are committed to providing a broad and balanced curriculum meets the needs of students and culminates in them gaining good results in the subjects they are studying regardless of their ability, SEN, disability, gender or race. This policy explains how the examinations process contributes towards that aim by ensuring the planning and management of exams is conducted efficiently comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies and in the best interest of candidates so they have the opportunity to achieve their best.

ROLES AND RESPONSIBILITIES

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

HEAD OF CENTRE (HEADTEACHER)

- Has overall responsibility for the school as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

EXAMS OFFICER

- Manages the administration of both internal and external examinations
- Advises the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversees the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicates regularly with staff about imminent deadlines.
- Ensures that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines, marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Receives, checks and securely stores all exam papers and completed scripts, and ensures that scripts are dispatched as per the guidelines
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identifies and manages exam timetable clashes

- Accounts for income and expenditures relating to all exam costs/charges
- Organises the recruitment, training, and monitoring of a team of exams invigilators
- Tracks, dispatches and stores returned coursework/controlled assessments
- Arranges for dissemination of exam results and certificates to candidates, and, in consultation with the LT, any post-results service requests
- Reports all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advises on appeals and re-marks.

HEADS OF DEPARTMENTS

- Advise the exams officer of any changes to syllabus or assessment details for their subjects
- Submit accurate entries to the exams officer for their subjects
- Accurately complete entry and mark sheets, and adhere to deadlines as set by the school
- Accurately complete coursework/controlled assessment mark sheets and declaration sheets
- Contribute to decisions on post-results procedures.

TEACHERS

- Supply information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer.

SENCO

- Identifies and tests candidates' requirements for access arrangements and notifies the exams officer in good time so exam day arrangements are in place
- Processes any necessary applications in order to gain approval
- Works with the exams officer to provide the access arrangements required by candidates in exam rooms.

INVIGILATORS

- Assist the exams officer to run exams efficiently, according to JCQ regulations
- Collect exam papers and other material from the exams office before the start of the exam
- Collect all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office
- Respond to student queries, sending for the Exams Officer where there is a problem during the examination.

CANDIDATES

- Understand the regulations for examinations e.g. what is allowed in the examination room
- Behave in a responsible way throughout the examination according to the JCQ regulations
- Understand coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own.

QUALIFICATIONS OFFERED

The following types of qualifications are offered: GCSE, BTEC and Technical Award

The subjects offered for these qualifications in any school year may be found in the Option booklet.

Informing the exams officer of changes to a specification is the responsibility the head of department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the head of department in consultation with the headteacher.

EXAM SERIES

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

➤ Y11 Mock exams - November/December, Y11 Pre-Final exams – February/March

➤ Y10EE Mock exams – November/December, Y10 February/March

External exams and assessments are scheduled in the following exam series:

➤ Summer (May/June) – Technical Awards (Cache) February/May/October – November (Re-sits) if required

Internal exams are held under external exam conditions.

EXAM TIMETABLES

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

ENTRIES

Candidates or parents/carers can request subject entry, change of level or withdrawal. The decision however remains with the school.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email. Heads of department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

RE-SITS

Re-sit decisions will be made by heads of departments in consultation with the head of centre.

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.

The exams officer will publish the deadline for actions well in advance of each exams series.

The school does not charge for prescribed public examinations for which students have been prepared in school as set out in the DfE's guidance on [charging for school activities](#). Costs will be requested for:

- Exams or re-sits the student has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A student, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

EQUALITY OF OPPORTUNITY

The school will meet the disability provisions under the DDA/Equality Act 2010 by ensuring there are no unnecessary barriers such as access to suitable examination rooms and making reasonable adjustments where required by students.

ACCESS ARRANGEMENTS

The SENDCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENDCO. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCO and teachers.

Room arrangements for candidates using access arrangements will be organised by the exams officer. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer.

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility the head of centre and the exams officer.

Contingency plans are available as an Appendix at the end of this document and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

ESTIMATED GRADES

Heads of departments are responsible for submitting estimated grades to the exams officer when requested.

MANAGING INVIGILATORS

External staff will be used to invigilate both internal and external examinations. Recruitment of invigilators is the responsibility of the exams officer and the operations manager. Training is the responsibility of the exams officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the operations manager is responsible for obtaining these. DBS fees are paid by the centre.

MALPRACTICE

The head of centre, in consultation with the exams officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

EXAM DAYS

The exams officer will ensure all required rooms are set up and that question papers, exam stationary and materials available for the invigilators.

The exams officer will start and finish all exams in accordance with [JCQ guidelines](#). Any other staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).

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 in accordance with JCQ's recommendations and after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

CANDIDATES

A formal briefing session for candidates will be given by the relevant Student Manager.

School uniform and behaviour rules apply at all times. In exam rooms, candidates will not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject. Any precluded items, particularly mobile phones or other devices with text or digital facilities must not be taken into the exam room. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

Disruptive candidates will be dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

The exams officer is responsible for handling late or absent candidates on exam day.

CLASH CANDIDATES

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

1. SPECIAL CONSIDERATION

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence before the end of the exam series.

The exams officer will make a special consideration application to the relevant awarding body before the end of the exam series.

2. INTERNAL ASSESSMENT

It is the duty of heads of departments to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office heads of departments. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with the school internal appeals procedure document.

3. RESULTS AND CERTIFICATES

Candidates will receive individual results slips on results days either in person or by email. The results slip will be in the form of a centre-produced document. Dates of results days each year will be publicised for all candidates through the school website/information leaflets/letters home.

ENQUIRIES ABOUT RESULTS (EARS)

EARS may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

Decisions about EARS will be made by the head of centre in conjunction with heads of departments. The cost of such EARS will be paid by the centre. If a candidate's request for an EAR is not supported, the candidate can request to pay for a submission.

All processing of EARS will be the responsibility of the exams officer following the JCQ guidance.

ACCESS TO SCRIPTS (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within a day of the receipt of results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

The exams officer is responsible for processing requests for ATS. The cost of ATS will be paid by the centre unless a request is made by an individual candidate.

Applications for EARS cannot be submitted once an original script has been returned.

EXAM CONTINGENCY

This plan examines potential risks and issues that could cause disruption to the exams process at the centre. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

The centre agrees to have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle.

This plan complies with JCQ general regulations (section 5).

CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS AND CENTRE ACTIONS

Exam officer extended absence at key points in the exam process

- Assistant headteacher nominated to oversee exams officer role

SENCo extended absence at key points in the exam cycle

- All students are tested prior to reaching Y11 in readiness for the examinations
- External L6 qualified assessor available if required

Teaching staff extended absence at key points in the exam cycle

- Exams officer ensures entries in so deadline is not missed
- Head of department/2nd department confirm student entries
- Leadership team make decisions if above cannot be completed

Invigilators - lack of appropriately trained invigilators or invigilator absence

- Backup Invigilation team available
- Support staff are trained for Invigilation so can stand in for absent invigilators

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

- Use Sports hall if main hall unavailable
- Alternative rooms for exam access arrangement can be made readily available

Failure of IT systems

- Hard copy of all entries kept so can be faxed to examination boards if necessary
- IT network staff on call during exams to assist with problems with word processors
- Examination boards websites can be accessed elsewhere to download student candidates statement of results

Emergency evacuation of the exam room/centre lock down/centre closure

- Mutual agreement with local Wath Comprehensive that will accommodate students where possible if our site is totally out of use

Disruption of teaching time - centre closed for an extended period

- Centre to communicate with parents/carers and students about the potential for disruption to teaching time and provide appropriate work via Teams

Disruption in the distribution of examination papers

- Exams officer to discuss alternative delivery of papers to the centre with exam boards

Disruption to the transportation of completed examination scripts

- Examinations Officer to take to approved post office and retain proof of receipt

Centre unable to distribute results as normal

- Alternative venue sourced
- Students informed of alternative venue

Further guidance to inform and implement contingency planning

Ofqual

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

JCQ

General regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements <http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A guide to the special consideration process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>