

# YSGOL BRYN CASTELL



## EXAMINATIONS POLICY

The purpose of this Examinations 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.

This Examinations Policy will be reviewed by the Senior Leadership Team and the Examinations Officer.

This policy will be available on the school website.

## EXAMINATION RESPONSIBILITIES

### The Headteacher

Has overall responsibility for the school as an exam centre.

### The Examinations Officer

- Liaises with Senior Leadership regarding the Examination Policy
- Advises the Senior Leadership Team on exam procedures
- Oversees the administration of exams
- Is present on exam days to identify candidates and ensure they enter the exam room under exam conditions.
- Administers internal and external exams.
- Identifies and manages exam timetable clashes.
- Monitors a team of exams invigilators responsible for the conduct of the exams
- Advises SSOs on the regulations covering access arrangements in exams
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*
- Arranges for dissemination of exam results and certificates to candidates, and forwards in consultation with the subject co-ordinators, any appeals/re-mark requests
- Advises on appeals and remarks
- Take responsibility for the smooth running of the examination room
- Be responsible for announcing the start and the end of the exam, including telling candidates when they have five minutes left
- Give instructions to invigilators regarding their responsibilities
- Return papers to exam office, ensuring their security at all times

## **Examinations Officer/Examinations Administration Staff**

- ✚ Ensures that all JCQ guidelines are followed and collates an examination folder as per requirements
- ✚ Liaises with subject co-ordinators regarding examination entries and deadlines
- ✚ Checks examination entries and upload to awarding body before deadlines
- ✚ Produces and distributes a calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ✚ Produces and distributes to each pupil an information pack containing timetables and statutory examination information as set out in JCQ guidelines
- ✚ 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 advise on coursework dates in accordance with JCQ deadlines
- ✚ Receives, checks and stores securely all exam papers and is responsible for the despatch of completed scripts
- ✚ Ensures that all notices in requirement with the JCQ are visibly displayed in the exam room
- ✚ Liaises with subject co-ordinators regarding coursework forms and collates and submits forms. Tracks the despatch of and stores the returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule

## **Assistant Heads**

Is responsible for:

- ✚ The organisation of teaching and learning
- ✚ The external validation of courses followed at Key Stage 4/Post 16

## **Subject Co-ordinators**

- ✚ Are responsible for the guidance and pastoral oversight of candidates who are unsure about exam entries or amendment to entries
- ✚ Are responsible for the completion of coursework mark sheets
- ✚ Are responsible for the completion of entry and all other mark sheets and adherence to deadlines as set by the examination officer admin staff

## **Teachers**

- ✚ Submit candidate names to subject co-ordinators for exam entries

## **Specialist Assessor**

- ✚ Is responsible for identification and testing of candidate's requirements for access arrangements

- ✚ Administers access arrangements and makes applications for special consideration using the *JCQ Access and arrangements and special consideration regulations and guidance relating to candidates who are eligible for adjustments in examinations.*

### **Special Support Staff**

- ✚ Are responsible for provision of support, to ensure candidates achieve their course aims
- ✚ Upholding Equalities Act 2010

### **Invigilators**

- ✚ Should be in the exam room fifteen minutes before the start of the exam
- ✚ Help to ensure candidates are seated according to the seating plan, in an orderly fashion and in silence
- ✚ Be vigilant and attentive at all times
- ✚ Walk around the exam room at regular intervals
- ✚ Give support to those who candidates who have special access arrangements
- ✚ Report any irregularities/ incidents to the Examination Officer

### **Candidates**

- ✚ Must check with the help of parents/carers their exam timetables and notify the Examinations Officer of any errors in personal details etc.
- ✚ Must arrive on time for exams
- ✚ Must hand in any unauthorised materials including electronic devices and mobile phones / smart watches to The Examinations Officer or invigilators
- ✚ Must give consideration to other candidates
- ✚ Should understand coursework and controlled assessment regulations

## **2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED**

The statutory tests and qualifications offered by this centre are ultimately decided by the Senior Leadership Team.

The statutory tests and qualifications offered are GCSE; GSCE Entry Level; Agored Cymru, Entry Pathways and BTEC

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 in syllabus from the previous year, the Examinations Officer/Administration staff must be informed.

### **Key Stage 3**

Subject leaders will decide whether pupils are able to follow an Agored Cymru Unit

### **Key Stage 4**

All pupils will be entitled and enabled to achieve an entry for qualifications from an external awarding body.

### **Post 16**

All pupils will follow their chosen options and are entitled and enabled to achieve an entry for qualifications from an external awarding body.

## **3. EXAM SEASONS AND TIMETABLES**

### **Exam seasons**

External exams are scheduled for March and June

Moderation for Agored Cymru units is carried out throughout the year

Moderation for WJEC is usually in May.

The Deadline for submission of Entry Level coursework is the beginning of May

Completion of BTEC units is usually May – moderation is continuous

### **Timetables**

The Examinations officer/admin staff will circulate timetables to all staff and pupils once these are confirmed.

## **4. ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

### **Entries**

Candidates are selected for their exam entries by the subject co-ordinators and teachers.

Provision is made for dually registered pupils to sit their examinations at this centre.

### **Late entries**

Entry deadlines are circulated to Subject co-ordinators, via memo, on the Intranet and verbally in briefing.

Late entries are discouraged and must be authorised by the Examinations Officer.

## **5. EXAMINATION FEES**

Examination fees are paid for by the centre

## 6. THE EQUILITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

### Equality Act

The Equality Act 2012 strengthens the duty to make reasonable adjustments, defines substantial disadvantage and places new duties on the qualifications regulator.

### Special Needs

A candidates' special needs requirements are determined by the SENCO, Doctor and/or the Educational Psychologist/Specialist Teacher/Specialist qualified staff member =Post Graduate Award in Proficiency in Assessment for Access Arrangement (PAPAA)

### Access Arrangements

The Examinations Admin Officer is responsible for submitting completed access arrangements applications to the awarding bodies.

Support for access arrangements candidates will be organised by the Examinations Officer and Learning Support Staff.

## 8. EXAMINATION DAYS AND INVIGILATORS

### Exam Days

The Examinations Officer and Examinations Administration Staff will book the exam room after liaison with other users and make the question papers, other exam stationery and materials available for the exam.

Site management and Examinations Officer/Admin staff are responsible for setting up the allocated room.

The Examinations Officer will start all the exams in accordance with JCQ guidelines.

In practical exams subject teachers must be on hand in case of any technical difficulties.

Exam papers must not be removed from the exam room before the end of the session.

Spare exam papers will be distributed to Subject leaders at the end of the exam, once the scripts have been checked and packed away.

In the event of the centre being closed due to circumstances beyond our control an arrangement has been put in place to sit the examinations at nearby Coleg Cymunedol Y Dderwen (see Examination Contingency Plan)

Occasionally pupils are required to sit examinations offsite. The centre is responsible for arranging invigilators and the delivery and collection of examination papers.



## **Invigilators**

Invigilators are supervised by the Examinations Officer.

## **9. CANDIDATES AND SPECIAL CONSIDERATION**

### **Candidates**

The Examination Centre's rules on acceptable behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

The Examinations Officer/Administration Staff will attempt to contact any candidate who is not present at the start of the exam and deal with them in accordance with JCQ guidelines.

Disruptive candidates will be dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return, in which case they must be accompanied by an invigilator or an appointed member of staff. Unaccompanied candidates are not allowed back in to the exam room.

### **Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill in the exam itself, it is the candidates/candidate's parent/carer to notify the centre and the Examination Officer.

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

## **10. COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS**

### **Coursework and Controlled Assessments**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject Leaders are responsible for the secure storage of candidates' work and will ensure all coursework is ready for despatch at the correct time and all portfolios are ready for moderation. Exam Administration Staff will keep a record of what has been sent and to whom. Exam Administration Staff will hold portfolios securely, just before the moderation deadlines.

The Examinations Officer Admin staff will issue forms to subject leavers for the collection of internally assessed coursework marks. These forms will then be copied and sent to the relevant Boards.

### **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office and also distributed to all candidates.

The main points are:-

- ✚ Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- ✚ Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- ✚ Appeals should be made in writing by the 30<sup>th</sup> June to the Head of Centre (or other nominee) who will decide whether the process used conformed with the necessary requirements
- ✚ The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for the awarding body's inspection.

## **11. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)**

### **Results**

Candidates will receive an individual results slip by post on results day and. If the candidate wishes to collect their result slip, then please ring the school beforehand.

### **EARS Enquiries about results**

EARS may be requested by staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may have to apply to have an enquiry carried out. If a candidate does this against the advice of subject staff, they will be charged.

All candidates will required to sign a slip stating they have been made aware of the consequences of an EAR not being upheld.

After the release of results, candidates may ask subject staff to request the return of the papers.

Centre staff may also request scripts for investigation for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once a script has been returned.



## 12. CERTIFICATES

Certificates are presented in person where possible. They can be collected from the school office and also by a third person, provided they have been authorised to do so.



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**Chair of Governors**

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**Head of Centre**

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**Examinations Officer/Administration**

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**Date**

This policy was reviewed and ratified by the Governing Body on