

# Exam Policy



**Written by:** Annette Smith, Head of Education    **Date:** 06.11.19, reviewed 10.11.2020  
08.11.2021, 30.10.2022, 15.10.2023

**Approved by:** Nicola Dodds, Principal    **Date:** 16.10.2023

**Next review due** 30<sup>th</sup> October 2024  
**by:**

## Contents

- Purpose
- Responsibilities
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality legislation
- Access arrangements
- Contingency planning
- Artificial intelligence
- Estimated grades
- Managing invigilators
- Malpractice
- Candidates
- Special considerations
- Internal assessments and appeals
- Results
- Certificates

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates
- to ensure the operation of an efficient exams 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 exams policy will be reviewed every year.

The exams policy will be reviewed by the Head of Centre and Head of Education/Exams Officer

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## ***Exam responsibilities***

Both the head of centre and exams officer must be familiar with the updated JCQ regulations found at <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

### **The Head of Centre:**

- has responsibility for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. They have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.
- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- must ensure that any incidents which might compromise any aspect of assessment delivery, such as a cyber-attack, are reported to the relevant awarding body/bodies promptly.
- ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries, internally assessed marks;
- ensures the examinations officer has sufficient time to perform their role and familiarise themselves with relevant awarding body and JCQ documentation, as well as provide effective support and supervision to the examinations officer to ensure that the integrity and security of examinations and assessments is maintained;
- ensures external governance arrangements in place to safeguard the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments, through quality assurance visits from Saludem quality team and the director of education. These visits and inspections ensure the reliability of assessment amongst

school leaders, as well as monitors the quality of teaching and learning. Also, ensures full engagement with JCQ readiness inspection visits, as well as exam day inspection visits and acts on recommendations in a timely manner.

### **Exams officer<sup>1</sup>:**

- manages the administration of internal exams and external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff 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 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.
- 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 stores securely 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 publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

### **Head of Education** is responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

### **Teachers** are responsible for:

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

---

<sup>1</sup> This is the individual to whom the head of centre has delegated responsibility for the administration of exams in their centre. This can not be the head of centre/Principal.

The **special educational needs coordinator (SENCo)/Head of Education** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

**Candidates** are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

### ***Qualifications offered***

The qualifications offered at this centre are decided by the Head of Education and are regularly reviewed.

The types of qualifications offered are considered on the needs of the cohort but include:

- *Edexcel Maths Entry Level Certificate*
- *Edexcel Maths GCSE*
- *WJEC English Language GCSE*
- *WJEC Additional English Entry Pathway*
- *WJEC ICT Users Entry Pathway*
- *WJEC Science Today Entry Pathway*
- *WJEC Humanities Entry Pathway*
- *WJEC Independent Living Entry Pathway*
- *WJEC Personal Progress*
- *Open Awards Accessible ICT*
- *City and Guilds AAC*
- *Arts Award*

The qualifications offered are discussed with parents and students at annual review meetings and parent's mornings.

Decisions on whether a candidate should be entered for a particular subject will be taken by the class teacher in consultation with the Head of Education.

### ***Exam series***

Internal exams, including mock/trial exams and assessments are scheduled to ensure that they provide support to the students.

External exams and assessments are scheduled in accordance with the awarding bodies instructions.

Internal exams are held under controlled assessment conditions.

The Head of Education decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed by the Head of Education.

### ***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, entry details and late entries***

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to heads of department/curriculum co-ordinators via email and teacher meetings.

Heads of department/curriculum co-ordinators will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the principal.

GCSE re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by Head of Education in consultation with class teachers, students and parents.

## ***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 for each exams series.

All entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements are not sought from candidates

Re-sit fees are paid by the centre.

## ***Equality Legislation***

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Education.

See also Ingfield Manor's Disability Access Plan.

## ***Disability Discrimination Act***

All exam centre staff must ensure they meet the requirements of the Equality Act 2010 and UN Convention.

The Equality Act provides legal rights for people with disabilities to protect them from discrimination. The main provisions of the Act give protection to disabled people in the areas of

employment and education, as well as access to goods, services and facilities; and buying and renting land or property.

The UN Convention on disability rights has been agreed by the UK to protect and promote the rights of disabled people.

A person is classed as disabled under the Equality Act 2010 if you they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

At Ingfield Manor, we will meet the disability provisions under the the Equality Act 2010 and UN Convention by ensuring that the exams centre is accessible and that all candidates are able to access the exam. This is the responsibility of the Head of Centre and Head of Education.

See also person-centred care policy and disability access plan.

### ***Access arrangements***

As all the students at Ingfield Manor School have special educational needs, the SENCo/ Head of Education will inform subject teachers the 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 teacher, in consultation with SENCo/ Head of Education. Where an access arrangements assessor is contracted directly by the centre to assess candidates, no 3<sup>rd</sup> party arrangement is required.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENCo/ Head of Education.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo/ Head of Education.

Rooming for access arrangement candidates will be arranged by the Exams Officer/ Head of Education.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer/ Head of Education

*See exam access arrangement procedures.*

### ***Contingency planning***

Contingency planning for exams administration is the responsibility of the Senior Leadership team.

They will:

1. Establish and maintain, and at all times comply with, an up to date, written contingency plan.
2. Ensure that the arrangements in place enable them to deliver and award qualifications in accordance with their conditions of recognition.

See exams contingency plan.

## **Artificial intelligence (AI)**

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Ingfield Manor School recognises that AI has many uses to help students learn, but may also lend itself to cheating and plagiarism.

Students **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework.
- To write their homework or class assignments, where AI-generated text is presented as their own work.

Students **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Where a student uses an AI tool, the student should retain a copy of the question(s) asked and the AI-generated responses. Students must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

For more information on AI misuse, see [guidance from JCQ on AI use in assessments](#). Any misuse of AI tools may be treated as malpractice.

## **Estimated grades**

Teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## **Managing invigilators**

External staff will not be used to invigilate examinations if possible. Where necessary, this will only be in extreme circumstances.

Invigilators are timetabled, trained, and briefed by the SENCo/ Head of Education.

## **Malpractice**

The head of centre in consultation with Exams Officer/ Head of Education is responsible for investigating suspected malpractice.

See *malpractice and maladministration procedure*.



## **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.

Site management staff are responsible for setting up the allocated rooms and will be advised of requirements 2 weeks in advance.

The exams officer/ head of education will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any 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 no later than 48 hours after candidates have completed them.

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

See procedure for emergency evacuation of exams room and exams contingency plan.

## **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the head of education.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 SENCo/ head of education.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The SENCo/ head of education is responsible for handling late or absent candidates on exam day.

See verifying candidates identification procedure.

## **Clash candidates**

The exams officer/ head of education will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays.

## **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's SENCo/ head of education to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

## **Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is completed 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 all internally assessed work are provided to the exams office by the teacher. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

See non-exam assessment policy and internal appeals procedure.

## **Results**

Candidates will receive individual results slips on results days,

- in person at the centre or
- by post to their home address(first class)

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the head of education.

The provision of the necessary staff on results days is the responsibility of the principal.

## **Enquiries about Results (EAR)**

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 the group of candidates.

The cost of EARs will be paid by the centre, assuming the centre believe there is a true necessity. Otherwise, the costs will be met by the candidate.

All decisions on whether to make an application for an EAR will be made by SENCo/ head of education, in consultation with subject teacher.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

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 14 days 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.

An EAR cannot be applied for once an original script has been returned.

The cost of ATSs will be paid by the candidate, unless the centre believes that there is a requirement.

Processing of requests for ATS will be the responsibility of Exams Officer.

## **Certificates**

Candidates will receive their certificates

- in person at the centre or
- by post to their home address (first class)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains copies of certificates for 5 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Head of centre

Exams officer



Date

16/10/2023

Linked policies:

- Examination contingency plan
- Exam access arrangement procedures
- Complaints and appeal policy
- Internal appeals procedure
- Internal assessment and moderation processes
- Malpractice and maladministration procedure
- Conflict of interest policy
- Non-examination assessments
- Verifying candidate's identity
- Procedure for emergency evacuation of exams room
- Use of word processors in exams policy
- Safeguarding and Child Protection Policy
- Safeguarding Adults Policy
- Data Protection Policy
- Disability Access Plan

Linked documents

- Ingfield Manor Candidate Malpractice Statement