



## **Examinations Policy**

**Status:** Advisory

**Member of Staff responsible:** Principal

**Associated Policies and documentation:**

- Exams Policy

**Implementation Date:** September 2016

**Review Date:** September 2017

**Next Review Date:** September 2018

The purpose of this Examinations Policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination process to read, understand and implement this policy.

This Examinations Policy will be reviewed annually.

This Examinations Policy will be reviewed by the Head of Centre (the Principal), Senior Leadership Team and the Exams & MIS Co-ordinator.

## **1. Examinations Responsibilities**

### Head of Centre

Overall responsibility for the UTC as an examination centre:

- advises on appeals and re-marks
- responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessment*.

### Exams & MIS Co-ordinator

Manages the administration of public and internal examinations and distribution of examination results:

- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations 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 examination timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all examination papers and completed scripts
- administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages examination timetable clashes
- in liaison with the SLT Link and Curriculum Directors re-rooms any classes as necessary to ensure examinations can take place.
- provides information to ensure the Business & Operations Director can account for income and expenditures relating to all exam costs/charges

- provide support to the Business & Operations Director who leads on the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- submits candidates' coursework 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations
- prepares and presents reports to the Senior Leadership Team showing results achieved in relation to expected grades and comparable data for previous years, indication where future procedural improvements might be made
- ensures that results are given out in an efficient and appropriate manner on results day
- administration of access arrangements after liaison with the Inclusion Manager and SENCO.

### Senior Leadership Team

- organisation of teaching and learning
- external validation of courses followed at Key Stage 4/Post-16.
- managing the income and expenditure in relation to exams
- recruitment, training and employment checks for all staff

### Curriculum Directors

- guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- involvement in post-results procedures if available
- accurate completion of coursework mark sheets and centre declaration sheets
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams and MIS Co-ordinator.

### Teachers

- submission of candidate names to Curriculum Directors.

### SENCO

With support from the Inclusion Manager:

- identification and testing of candidates' requirements for access arrangements
- 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.

### Lead Invigilator/Invigilators

- collection of examination papers and other material from the Examinations Office before the start of the examination
- ensuring the examinations are conducted in accordance with JCQ guidelines
- collection of all completed scripts in the correct order at the end of the examination and their return to the Examinations Office.

### Candidates

- confirmation of entries
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

### Administrative Staff

- supporting where possible to contact candidates who are late for examinations
- supporting in the collection of examination scripts.

## **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Senior Leadership Team and Curriculum Directors.

The statutory tests and qualifications offered are GCSE, A levels, Principal Learning, ONCE, and City & Guilds NVQ in Engineering & Manufacturing and Cambridge Technical Diploma in iMedia and Cambridge National Certificate in Engineering.

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 of syllabus from the previous year, the Examinations and Data Officer must be informed by 30 September.

#### At Key Stage 4

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

#### At Post-16

It is expected that AS modules will be completed successfully during Year 12 before progression into Year 13.

## **3. Examination Seasons and Timetables**

### 3.1 Examination Seasons

Internal examinations are scheduled as required by the Senior Leadership Team.

External examinations are scheduled in November, January and June.

Internal examinations are not held under external examination conditions.

Which examination series are used in the centre is decided by the Head of Centre, Senior Leadership Team and Curriculum Directors.

### 3.2 Timetables

The Exam & MIS Co-ordinator will circulate the examination timetables for both external and internal examinations once these are confirmed.

## 4. Entries, Entry Details, Late Entries & Retakes

### 4.1 Entries

Candidates are selected for their examination entries by Curriculum Directors and teachers in consultation with the Senior Leadership Team.

A candidate or parent/carer may request a subject entry, change of tier or withdrawal through the Curriculum Director.

The centre may accept entries from external candidates, each instance will be judged on its own set of circumstances by the SLT.

### 4.2 Late Entries

Entry deadlines are circulated to Curriculum Directors via email.

Late amendments/entries are authorised by the Head of Centre via Curriculum Directors.

### 4.3 Retakes

Retake decisions will be made in consultation with the candidates, teachers, Curriculum Directors and the Senior Leadership Team. Candidates are allowed to retake GCSE examinations if they are still a student at the school.

(See also section 5: Exam fees)

## 5. Examination Fees

Initial registration and entry fees for all external examinations are paid by the centre.

Late entry or amendment fees are paid by subject departments.

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.

Reimbursement will be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated to candidates and parent/carers at the start of Key Stage 4 and Post-16 courses.

Retake fees for first and subsequent retakes are paid by all candidates, including Y14 students.

(See also section 4.3: Retakes)

If a candidate wishes to make an 'Enquiry about Results' the candidate must pay the fee. Curriculum Leaders may also request an EAR. (See also section 11.2: Enquiries about results [EARs]).

## **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

### 6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO and the Inclusion Manager.

The SENCO / Inclusion Manager will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO / Inclusion Manager can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

### 6.3 Access Arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO / Inclusion Manager and the Exam & MIS Co-ordinator.

Completing access arrangement applications for awarding bodies is the responsibility of the Exam & MIS Co-ordinator.

The SENCO / Inclusion Manager and Exam & MIS Co-ordinator will ensure that staff are advised which students have approved examination access arrangements.

Invigilation and support for access arrangement candidates will be organised by the Exam & MIS Co-ordinator.

Rooming for access arrangement candidates will be arranged by the Exam & MIS Co-ordinator in consultation with the SENCO / Inclusion Manager.

## **7. Estimated Grades**

The Curriculum Directors will submit estimated grades to the Exam & MIS Co-ordinator as requested.

## **8. Managing Invigilators and Examination Days**

### 8.1 Managing Invigilators

External invigilators will be used for examination supervision.

Invigilators will be used for all external examinations.

The recruitment of invigilators is the responsibility of the Head of Centre and the Business & Operations Director.

Securing the necessary Disclosure & Barring Service (DBS) clearance and other checks under safer recruitment for new invigilators is the responsibility of the Business & Operations Director.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exam & MIS Co-ordinator.

Invigilators' rates of pay are set by the Head of the Centre and the Business & Operations Director.

## 8.2 Examination Days

The Exam & MIS Co-ordinator will book examination rooms and re-room classes if necessary after liaison with the Principal and Curriculum Directors and then make the question papers, other examination stationery and materials available for the Lead Invigilator(s).

The Building Support Officer is responsible for setting up the allocated rooms in liaison with the Examinations and Data Officer and the Business & Operations Director.

The Lead Invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present outside the examination room at the start of the examination to assist with identification of candidates, but must not advise on which questions are to be attempted.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Curriculum Directors 24 hours after the end of the exam session.

## 9. Candidates, Clash Candidates and Special Consideration

### 9.1 Candidates

The centre's published rules on acceptable dress, 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.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return, in which case a member of staff must accompany them.

### 9.2 Clash Candidates

The Exam & MIS Co-ordinator will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

### 9.3 Special Consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor. The Exam & MIS Co-ordinator will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

## **10. Coursework and Controlled Assessments – Appeals Against Internal Assessments**

### 10.1 Coursework and Controlled Assessments

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

Curriculum Directors will ensure all coursework is ready for despatch at the correct time and the Exam & MIS Co-ordinator will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided by the Curriculum Directors.

### 10.2 Appeals Against Internal Assessments

The centre is obliged to publish a separate procedure on this subject. This is available from the Examinations Office.

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 before 30 May to the Head of Centre, who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Examinations and Data Officer and the relevant awarding body will be notified

## **11. Results, Enquiries about Results (EARS) and Access to Scripts (ATS)**

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre. Results cannot be given by phone or via email.

Results may be picked up by a third party (e.g. parent, friend) provided they have a letter of permission signed by the candidate and sufficient ID.

Arrangements for the UTC to be open on results days are made by the Head of Centre.

The provision of staff to support the Exam & MIS Co-ordinator on results days is the responsibility of the Head of Centre.

### 11.2 EARS

EARS may be requested by centre 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 apply to have an enquiry carried out. If a candidate requests an EAR, the candidate must make payment at the time of the request.

(See section 5: Exam fees)

### 11.3 ATS

After the release of results, candidates may request the return of a copy script/paper within three days' scrutiny of the results.

If a result is queried, the Exam & MIS Co-ordinator, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

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

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

## 12. Certificates

Certificates are collected and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Third parties should have a letter of permission with the candidate's signature.

24 hours notice must be given before certificates can be collected from the Exam & MIS Co-ordinator

Certificates are withheld from candidates who have outstanding examination fees.

Certificates are available to candidates from mid-November after they leave Year 11/Year 13. This includes certificates for any qualifications obtained in Years 10 & 12. Certificates will be released immediately to any students moving to another secondary school.

The centre retains certificates for one year after the student has left school.

## 13. Contingency Plan

There is a contingency plan available from the Exam & MIS Co-ordinator and on the shared staff drive. The UTC will always aim to open during bad weather for scheduled examinations. Information re closure may be found in the examinations section of the school website and on BBC Radio Sheffield. Students expecting to sit an examination should try to make their way to school. If this is not possible, students should leave a message (with their contact details) on 0114 260 3970 (City) or 0114 260 3940 (OLP).