



Exams Policy

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The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff
- to ensure the security of Bournville School and Sixth Form Centre as an examination centre

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

This exam policy will be reviewed every two years by the head of centre, leadership team, exams manager, curriculum and governors.

1. Exam responsibilities

Head of centre / principal

Overall responsibility for the school/college as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Administration Manager

Responsible for the administration of public and internal exams and provision of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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 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 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 exam timetable clashes
- Prepares seating plans for external examinations
- accounts for income and outgoings relating to all exam costs/charges
- line manages the exams invigilators, organising the recruitment, training and monitoring of a team of exams invigilators
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Liaises with DOLs with regard to estimated grades and information required for entries.
- arranges for dissemination of exam 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 exams.
- Prepares seating plans for relevant examinations
- Quality assure the examination process

Associate Head

- Line management of the relevant curricular and examinations processes

Directors of Learning, Curriculum Leaders and Student Progress Leaders

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Appropriate support of students through Individual Advice and Guidance
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Head of Careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to Heads of Department / Faculty.

SENCO

- Advice on access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of appropriate additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment

Lead invigilator/invigilators

- 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 their return to the exams office.
- Recording and reporting required information in the exam.

Candidates

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

Administrative staff

- Support for the input of data.
- Posting of exam papers.

Data Manager

- Prepares seating plans for SATs and internal examinations

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of curriculum.

The statutory tests and qualifications offered are SATs, GCSE, A levels, GNVQ and BTEC and ALAN.

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 exams office must be informed.

At key stage 3

All candidates will take English, Mathematics and Science. The use of Progress Tests is kept under frequent review.

At post-16

It is expected that AS modules will be completed during year 12. Resits for AS modules may take place in year 13 or year 12.

3. Exam seasons and timetables

3.1 Exam seasons

The timing of internal exams is kept under review by the Leadership Team.

External exams are scheduled in November, January, March and June.

All internal exams are held under external exam conditions, with Year 10 and 11 in normal exam venues.

Curriculum Leaders under the Leadership Team decide which examination series will be used in the centre.

3.2 Timetables

The exams officer will circulate the outline exam board timetables for external exams once these are received from the exam boards. Detailed School Exam Timetables will be circulated after the last date for withdrawals of any exam session.

The exams officer will circulate the internal exam timetables 1 month prior to the date of the exams.

The exams officer will provide individualised exam timetables for each candidate and publish them to parents.

The school website will be used to provide information to support candidates and their families,

4. Entries, entry details, late entries and retakes

4.1 Entries

All candidates are entitled to have access to the examination. Specific decisions about entries, including tier of entry, are taken by the subject teachers under the moderation of the Year 11 Strategy group.

Candidates, or parents, may request a subject entry, change of level or withdrawal with the Curriculum Leader. The final decision rests with the Head of Centre through the Strategy Board.

4.2 Late entries

Entry deadlines are circulated to heads of department via post and school diary.

Late entries are authorised by the relevant SPL and Leadership Team.

Late entry fees should be charged to the department where the late entry/amendment is caused by error or omission at department or faculty level.

4.3 Resits

Candidates are allowed to retake subjects at GCSE, AS and A level. The school will usually make a charge for this.

Retake decisions will be made in consultation with the candidates, relevant SPL and the heads of subject.
(See also section 5: Exam fees)

4.4 Collegiate Arrangements

Bournville is committed to working in partnership with other providers and will work with them in supporting the appropriate examination requirements.

4:4 External Candidates

In support of the ethos of lifelong learning, the school will endeavour to accommodate external candidates who are known to the school. This will be wholly at the candidates own expense and only under conditions which are in no way prejudicial to the interests of existing Bournville candidates.

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees may be charged to departments (see 4.2 above)

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. Any made out of the time allowed by the awarding bodies will be charged to the department.

Reimbursement will be sought from candidates who fail to sit an exam, commit malpractice or meet the necessary coursework requirements. Certificates will be withheld from candidates until reimbursement has been made.

A deposit covering the costs of exams will be required to be lodged at the school for pupils about whom the SPL believes there are concerns eg attendance, attainment, coursework etc

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Retake fees for first and any subsequent retakes may be required to be paid by the candidates

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. Fees are required to be paid to the school before an EAR will be submitted

(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 exam 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 educational psychologist / specialist teacher / SENCO.

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

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the exams officer, informed by advice from the SENCO.

Completing access arrangement applications is the responsibility of the SENCO; submitting these to the awarding bodies is the responsibility of the exams officer.

Rooming for access arrangement candidates will be arranged by the exams officer in consultation with the SENCO.

Allocation of staff to support access arrangements for candidates will be organised by the SENCO with the exams officer.

7. Estimated grades

Estimated grades

The heads of subject will submit estimated grades to the exams officer when requested by the exams officer according to the timescales given in the Entry Procedure Policy.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Personnel Manager.

CRB fees for securing such clearance are paid by Birmingham City Council.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the Personnel Manager in liaison with the Finance and Services Manager.

8.2 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.

The Buildings & Site Supervisor is responsible for setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates and must act entirely in accordance with JCQ guidelines.

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

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 exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The invigilators will notify the office who will try to make contact with the candidates who are late for their exams, or do not turn up at all.

9.2 Clash candidates

The exams officer 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 exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example 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.

10. Coursework and appeals against internal assessments

10.1 Coursework

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

Heads of department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams 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 by 30 June to the head of centre (or other nominee) 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 exams officer and recorded for awarding body inspection.

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 / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Finance and Services Manager.

The provision of staff on results days is the responsibility of the

Headteacher.

Certification for post-16 students- all students that are expected to achieve a grade at AS should be entered for certification. Those students who are likely to achieve a U grade will not be certificated. However, if students achieve a grade in the summer the exams officer will ensure that students are certificated as soon as possible in September. All students must be certificated at A2.

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 requires this against the advice of subject staff, they will be charged.
(See section 5: Exam fees)

11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

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.

12. Certificates

Certificates are presented in person to pupils who remain on roll at the school at a presentation evening. Pupils who have left collect and sign for their certificates from the Exam Office

Certificates may be collected on behalf of a candidate by a third party, provided they have written authority to do so.

Certificates may be withheld from candidates who owe fees.
A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year.

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Head of centre

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Exams officer

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Date

October 2008

The policy is next due for review in the Autumn Term 2010.