



The Attic

Exams Policy

Date of policy	June 2017
Date presented to Management Committee	July 2017
Date ratified by Management Committee	July 2017
Date for review	July 2018

The Equality Act 2010 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.

Special needs

A candidate's special needs requirements are determined by the SENCO

Subject teachers will inform the SENCO of candidates with special educational needs who are embarking on a course leading to an 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.

The Exams Officer will distribute exam dates to all parties concerned.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the Exams Officer.

Rooming for access arrangement candidates will be arranged by the

Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.

ESTIMATED GRADES

The heads of subject will submit estimated grades to the Exams Officer when requested by the Exams Officer.

MANAGING INVIGILATORS AND EXAM DAYS

Invigilators

External invigilators will be used for exam supervision.

They will be used for all exams held under external exam conditions.

The recruitment of invigilators is the responsibility of the Exams officer.

Securing the necessary Disclosure and Barred Scheme (DBS) clearance for new invigilators is the responsibility of the Exams Officer.

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

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

Exam days

The Exams Officer will book all exam rooms via the Cover Manager and make the question papers, other exam stationery and materials available for the invigilator.

Premises Support are responsible for setting up the allocated rooms.

Lead invigilators will start all exams in accordance with JCQ guidelines.

Teaching staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

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 subject at the end of the exam session.

Candidates, clash candidates and special consideration

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.

Only candidates with Access Arrangements, may leave the exam room after one hour and not return to the exam.

Clash candidates - the Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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.

CONTROLLED ASSESSMENT, COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

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 and the heads of subject.

Controlled Assessment

APPEALS

Appeals against internal assessments

The School 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.

RESULTS, AND ACCESS TO SCRIPTS (ATS)

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 senior leader.

The provision of staff on results days is the responsibility of the head of centre.

Result Enquiries (EARs)

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

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. In most cases, however, re-marks will only be requested at the candidate's expense.

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

A candidate's written permission must always be obtained before a remark is requested

ATS

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.

CERTIFICATES

Certificates are presented in person or collected and signed for. Exceptionally, they may be posted recorded delivery at the candidates' expense.

Certificates may be collected on behalf of a candidate by an adult third party, provided they have been authorised to do so by the candidate in writing.

Appeals Procedure for Results & Internally Assessed Coursework

Internally Assessed Coursework

Students who wish to appeal against a grade awarded to them for internally assessed coursework should follow the guidelines below.

In the first instance they should speak to the member of staff concerned and ask them if they would mind looking at the grading again as they feel it may be too harsh.

If a problem still remains then the parent should write to the Subject leader and ask them to investigate.

Where a problem is still not dealt with to the satisfaction of the student's parent, further representation may be made to the Headteacher.

- Appeals should be made in writing by 30 June to the Headteacher (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Headteacher's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

Results

Enquiries About Results (EARs)

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

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.

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

Access to Scripts (ATS)

Candidates may request Access to their Scripts as part of an EAR.

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