

# Manchester Academy Examinations Policy

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## The Exam Policy

### The Policy Purpose

The purpose of this exam 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 the policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Head of Centre, Exams and Data Line Manager and Exams Officer.

### Exam Responsibilities

The Head of Centre:

- is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies.
- has overall responsibility for the school as an exam centre .
- advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice, in accordance with the JCQ document Suspected Malpractice in Examinations and Assessments.
- Ensuring that assessors of candidates have the correct qualifications

The Exams Officer:

- acts on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.
- advises the Senior Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and applications procedures as set by the various awarding bodies.

- oversees the production and distribution to staff, governors and candidates of annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- oversees the production and distribution to staff of exam season day to day booklets.
- 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/controlled assessment 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 publication Access Arrangements, Reasonable Adjustments and Special Consideration 2017/18.
- identifies and manages timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exam invigilator. Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/controlled assessments and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of exam result and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests.
- maintains systems and processes to support the timely entry of candidates for their exams.
- follows up any reports of Malpractice during exams and reports these to the Head of Centre.

**Heads of Department are responsible for:**

- involvement in post-results procedures
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- accurate completion of exam entries and all other mark sheets and adherence to deadlines as set by the exams officer.
- signing off completed exam entries.

**Teachers are responsible for:**

- notification of access arrangement requirements, as soon as possible after the start of the course.
- submission of candidates' names for entry, to heads of department.
- signing off completed exam entries.

**The Special Educational Needs Co-ordinator (SEND) is responsible for:**

- identification and testing of candidates, requirements for access arrangements at the start of Year 10
- gathering and completing Form 8 and/or any other supporting evidence before making the online access arrangement
- making the online access arrangement
- the provision of additional support – with spelling, writing, reading, hearing impairment - to help candidates achieve their course aims.

- provide a written process to check the qualification of those assessing candidates and that the assessment process is administered correctly.

Lead Invigilator is responsible for:

- collection of exam papers and other materials 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.
- ensuring that exams are conducted according to the JCQ Instructions for Conducting Examinations.

Candidates are responsible for:

- confirmation that all exam entries and personal information is correct.
- understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- bringing the correct equipment to exams.
- abiding by the exam rules and regulations.
- arriving to each exam on time.

## Qualifications

### *Qualifications Offered*

The qualifications offered at this centre are decided by the Head of Centre.

The qualifications offered are GCE, GCSE, BTEC, Functional Skills, AQA Certificate, Cambridge Nationals, TLM Level 1/2 Certificate and Award.

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 specification from the previous year, the exams office must be informed by 6<sup>th</sup> September 2017.

Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SEND, subject teachers and Head of Subject.

### Exam Series and Timetables

#### *Exam Series*

Internal exams are scheduled in September, October, November, December, January, February, March & April and are held under external exam conditions.

External exams are held in January, May and June.

External BTEC exams are held in November, January, March & June

The Head of Centre, Heads of Department and subject teachers decide which exam series are used in the centre.

On-demand assessments can be scheduled only in windows agreed between the exams officer and Senior Leadership team.

### **Timetable**

Once all exam dates are confirmed, the exams officer will circulate the exam timetable for external exams.

### **Entries, Entry Details and Late Entries**

Candidates are selected for each exam series by subject teachers and Heads of Departments.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. The final decision however rests with the Head of Centre and may have cost implications for parents/carers.

The centre accepts entries for external candidates from the Polish School.

The centre does not act as an exam centre for any other organisations.

The centre does not accept entries from private candidates.

Entry deadlines are circulated to Heads of Department via email, intranet and pigeon holes.

The Head of Centre must sign off all late exam entries, tier changes and withdrawals once the appropriate deadline has passed.

Re-sit decisions will be made in consultation with the Head of Centre and Head of Department.

### **Exams Fees**

Exam entry fees are paid by the centre.

Candidates or departments will not be charged for entries, changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made before the exam board deadlines. Any fees generated after official exam board deadlines will be charged to the department.

The centre pays for the Polish school exam entries and the money is refunded back to the centre by the Polish School.

Late entry or amendment fees are paid by the departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary controlled assessment/coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

### **Disability Discrimination Act**

All exam centre staff must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long term adverse effect on her/his ability to carry out normal day to day activities.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Vice Principal, Heads of Curriculum, Exams Officer and SEND.

### **Access Arrangements**

SEND 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. SEND can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

Any arrangements made must reflect the candidates' normal way of working within the centre.

A candidate's access arrangement requirement is determined by a qualified specialist assessor, as appointed by the Head of Centre.

Making access arrangements for candidates to take exams/controlled assessments is the responsibility of the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of SEND.

Providing evidence and completing form 8 in support of an access arrangement application is the responsibility of the Head of SEND.

Rooming for access arrangement candidates will be arranged by the Exams Officer and SEND informed.

Invigilation for access arrangement candidates will be organised by the exams office.

Support for access arrangement candidates will be organised by SEND.

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the exams officer and a copy of the contingency plan for 2017/18 can be found attached to this exams policy.

### **Managing Invigilators**

External staff and agency employees are used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the agency and the exams officer.

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

Invigilators are timetabled and briefed by the exams officer.

### Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

Suspected malpractice will be reported to the awarding body by the exams office

### 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 is responsible for setting up the allocated rooms.

The Lead Invigilator/Exams Officer/Line Manager will start the exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates, but must not advise on which questions or sections are to be attempted. (For further information please see JCQ Notice The People Present in the Examination Room)

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 Department

24 hours after the official exam finishing time.

### Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time.

Candidates may only leave the room for a genuine purpose (eg illness) and are required, where possible, to return immediately to the exam room. They must be accompanied by a member of staff at all times. Toilet breaks are only permitted if the candidate has an up to date medical note.

The Exams Officer and Line Manager are responsible for handling late or absent candidates on exam day.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from the candidate's doctor. The exams officer will then forward a completed special consideration form to the relevant awarding body before the published deadline.

## Controlled Assessments and Appeals

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date sent.

### Appeals against Controlled Assessments

The process for managing appeals against controlled assessments is detailed in a separate appeals policy, available from the exams office.

## Results

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

Candidates will be informed about EARS before they sit their exams and will receive individual EAR slips on results days in person at the centre.

Arrangements for the centre to be open on results days are made by the Line Manager/Exams Officer.

The provision of staff on results days is the responsibility of the Head of Centre.

### *EARS*

EARS may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent must be obtained before any EAR is requested.

EARS may be requested if a candidate is 4 marks maximum away from the next grade boundary up.

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 support a candidate or parent's request for 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.

A candidate's consent must be obtained before any EAR is made.

A formal appeals procedure is available if there is still dissatisfaction after receiving the outcome of an enquiry about results.

### *Access to Scripts*

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

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 by the candidate.



**Certificates can be collected on behalf of a candidate by third parties, provided the candidate provides written authorisation.**

**The centre retains certificates for twelve months, after which time they are confidentially destroyed.**

**Head of Centre .....**

**Date .....**

**Exams Officer .....**

**Date .....**

**This policy is next due for review in September 2018**

## Contingency Plan for Exam Procedures

| Activity   | Adverse occurrence   | Adverse outcome   | Control Measures  | Person Responsible.                        |
|--|--|---|---|--|
| Absence of exams officer due to illness on exams day | EO has keys to exams cupboard, is aware of seating plans, clashes and any access arrangements/special requirements | Exam papers unavailable/delayed start to the exam<br>Access arrangement students not having correct support/rooming during exam | SSI, SHA, GMM have duplicate sets of keys for the exams cupboard and have keys for the safes. Seating plans and lists of students are available in staff shared. Exams day to day booklet given to all staff before exam season starts. | CSH<br>SHA<br>SSI<br>AGR<br>GMM            |
| Computer malfunction                                 | Exam entries/amendments cannot be made by EDI  | Exam board deadlines cannot be met resulting in charges for late fees   | Inform ICT Services. Make paper exam entries. Details of paper entries are kept on file in Data and Exams room  | CSH<br>GMM<br>SHA<br>SSI<br>AGR            |
| Fire during exam                                     | Evacuation of exams room   | Lives endangered, spoiled exam scripts  | Invigilators and SLT aware of exam room fire procedures<br>Students aware of meeting point.<br>Adequate fire alarms and all in working order<br>Security of exam must be maintained.  | CSH<br>SLT<br>TDE<br>External Invigilators |
| Non receipt of exam papers                           | Unable to hold exam/delayed start  | Delays and upset to students  | Maintain checks on receipt of exam papers. Contact exam boards in good time for any missing papers. Download papers on exam day.  | CSH  |
| Wrong entry made – incorrect paper                   |  | Affects student grade   | Checks by student on personal statement of entry/timetable. Subject teacher/CALs to sign off entries before entry deadline.   | CSH<br>CALs<br>Subject Teachers<br>Student |
| Receiving late entry information                     | Deadline not met   | Late fees will be charged to departments. Extra administrative work for EO  | CALs to be aware of all exam deadlines. CALs to check and sign off entry marksheets before deadline. Late entries to be agreed by AGR   | CSH<br>CALs<br>AGR                         |
| Adverse weather conditions                           |  | Possible delay of start to exam   | Check weather reports. Inform Exam  | CSH<br>SLT                                 |



|  |  |                                       |   |   |
|--|--|---------------------------------------|---|---|
|  |  |                                       | Board re delay to start . Keep candidates isolated. Special consideration.  |   |
| Student taken ill during exam                        |  | Possible disruption to other students | Invigilators aware of policy. Exams officer/first aider called. Special consideration for all students  | CSH<br>Invigilators<br>First Aiders             |
| Student caught cheating/being disruptive during exam |  | Possible disruption to other students | Invigilators report problem. Warning to candidate(s) involved. Exams officer and SLT to deal with malpractice issues if continued after warning. Malpractice form completed   | Invigilators<br>SLT<br>CSH<br>AGR               |
| Student late for exam                                |  |                                       | Reception to inform CSH of late arrival<br>Invigilators/exams officer to be made aware of late student in exam hall. Centre's discretion as to whether student can sit exam. V late students need to be reported to exam board by CSH | SLT<br>CALs<br>Invigilators<br>CSH<br>Reception |

