

Ysgol Aberconwy

YSGOL
ABERCONWY



Exams **Policy**

POLICY DOCUMENT NO: 67 ISSUE NO: 2

THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

Date : 11/07/23

Review due date : 01/07/24 LT Link : WB

1. Introduction and aims

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and students understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Centre staff

Ysgol Aberconwy is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- Has overall responsibility for school/college as an exams centre, ensuring compliance with all JCQ and awarding bodies rules and regulations.
Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments.
- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies (including appropriate accommodation, suitable staffing and confidentiality/security)
- Has responsibility for ensuring that all key staff (including Senior Leaders, the Exams Officer and

ALNCo are appointed and fully trained to fulfil the requirements of the examinations process

- Is responsible for responding to the National Centre Number Register annual update by the end of October each year, confirming they are both aware of and adhering to the latest version of the JCQ regulations (a signed copy of the head of centre's declaration will be held on file for inspection purposes)
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service,
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel.
- Ensures that the ALNCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

2.3 Exams officer

The exams officer is responsible for the administration of exams.

They :

Understand the contents of annually updated JCQ publications including:

General Regulations for Approved Centres (GR)

Instructions for Conducting Exams (ICE)

Access Arrangements and Reasonable Adjustments (AA)

Suspected Malpractice - Policies and Procedures (SM)

Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)

Post Result Services (PRS)

A Guide to the Special Consideration Process (SC)

Manage the administration of all centre examinations (internal and external)

- Advise the senior leadership team (SLT), head of departments, subject staff, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of calendars for all exams (internal and external) in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines (maintaining the integrity and confidentiality of all exam materials)
- Administer access arrangements and make applications for special consideration following the

regulations in the JCQ guidance on the special consideration process

- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the invigilation team organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Works with the ALNCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective role
- Ensure candidates' coursework/controlled assessment marks are submitted by HOD correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

2.4 Heads of department

Heads of department are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects.
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Undertaking key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALNCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

2.6 ALNCo

The ALNCo is responsible for:

- Identifying and liaising with the assessor testing candidates' requirements for access arrangements/reasonable adjustments and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)

- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

2.7 Invigilators

Invigilators are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exam office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exam office
- Attend/undertake training (on the current regulations), annual update and briefings.
- Sign training declarations and confirm whether they have any current maladministration/malpractice sanctions applied to them

2.8 Candidates

Candidates are responsible for:

- Confirming and checking exam statement of entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The head of centre decides the qualifications we offer.

- The subjects offered for qualifications in any school year may be found in our prospectus/options booklets.
- Decisions on whether a candidate should be entered for a particular subject or tier will be taken by the head of department in consultation with the SLT.

4. Exam series

Internal exams (exams) and assessments are scheduled as appropriate throughout the academic year. Internal exams are held under external exam conditions.

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

5. 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.

A statement of entry will be circulated to candidates prior to the amendment date for the summer exam series, so they can check their personal details and subject entries.

6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal. We do not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department by the exams officer and must be strictly observed.

Heads of department 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 require authorisation, by the exams team SLT line manager or head of centre.

7. 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 of each exams series.

Candidates may be charged for the following:

- Re-sits for GCSE English Language and Mathematics if they wish to improve their grade if they have already achieved an A* to C grade
- Re-sits for all second attempts at unit entries for all exam boards.
- Exams or re-sits the candidate has not been prepared for by the centre
- Where the candidate has failed to attend an exam that they have been prepared for without a valid reason

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation (*see Strategic Equality Plan*)

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre and the ALNCo.

9. Access Arrangements and Reasonable Adjustments

The ALNCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements/reasonable adjustments requirement is determined by the ALNCo.

Ensuring there is appropriate evidence for a candidate's access arrangement/reasonable adjustments is the responsibility of the ALNCo and teachers.

Room arrangements for candidates using access arrangements/reasonable adjustments will be organised by the exams officer.

Invigilation and support for candidates using access arrangements/reasonable adjustments, as defined in the JCQ access arrangements and reasonable adjustments regulations, will be organised by the exams officer in consultation with the ALNCo.

10. Contingency planning and escalation process

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans are produced in line with the guidance provided by Ofqual, JCQ and awarding organisations (see Contingency Policy) This includes the escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration be absent.

12. Managing invigilators

External staff will be used to invigilate some examinations.

These invigilators will be used for internal exams and/or external exams as appropriate. Recruitment of invigilators is the responsibility of the exams officer and the SLT for Exams. Training will be provided by the exam officer to ensure all are fully aware of the regulations and any changes to centre-specific processes.

Internal invigilators will invigilate the candidates that sit in a separate exam room than the Hall or in ABCD

13. Malpractice

The head of centre, in consultation with the exams officer and SLT line manager are responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Sudexo staff are responsible for setting up the allocated rooms, and will be advised of in advance. The invigilators and the exams officer will start and finish all exams in accordance with JCQ guidelines. Subject staff may not be present at the start of the exam. 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.

The Guidance Mentor for each year group will complete the attendance register in the Hall; in smaller rooms the internal invigilator will identify and complete attendance registers.

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/faculty in accordance with JCQ's current recommendations and regulations and will be directed by the exam officer.

After an exam, the exams officer will liaise with the reception staff for the safe dispatch of completed exam scripts to awarding bodies

Arrangements for handling secure electronic materials

Centre authorisation

- Any electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. These are:
Mrs G Murphy – Deputy Head.
Mrs M Brookes – ALNCo
Mrs W Baxter – Exam officer
- The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- Other members of centre staff may assist with printing and collation provided they are under supervision.

Secure account management

- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.
- Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.

- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

Accessing and printing secure files

- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.
- The file must be stored locally only for the purposes of printing or transferring into the individual pupil's secure exam folder, that pupil's access to use with the Read & Write software; they are then deleted. The question paper is deleted from the individual secure folder at the end of the exam.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Question papers printed must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3 of **JCQ Instructions for conducting examinations**.

Reporting to an awarding body

- Ysgol Aberconwy must report any deviation from these instructions to the awarding body using JCQ Form M2.
- Ysgol Aberconwy must report any concerns of a potential breach of security to the awarding body immediately.

15. Candidates

The exams officer will provide information to all candidates in advance of each exam series, either written or electronically.

- Our published rules on acceptable dress and behaviour, apply at all times.
- Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject. This

is particularly true of mobile phone, watches and other electronic devices with text or digital facilities.

- Any precluded items must not be taken into the 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 exams officer.
- Water in clear plastic bottles are allowed in any exam room. No food is allowed unless for medical/health reasons.
- Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The exams officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The exams officer will be responsible for arrangements for clash candidates, including: ·

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body once satisfactory evidence has been received. Every special consideration application is supported by signed evidence from the SLT responsible for examinations.

17. Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. Reception staff will assist by keeping a record of each dispatch, including the recipient details and the date sent.

Marks for internally assessed work are provided by the heads of department and inputted on secure exam board sites by the head of department.

The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with the internal appeals procedure.

18. Results and certificates

Candidates will receive individual results slips on results days either in person at the centre, or

electronically due to public health guidance.

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

Arrangements for the centre to be open on results days are made by the SLT for examinations and relevant Sudexostaff.

The provision of necessary staff on results days is the responsibility of the SLT for examinations and the head of centre.

Dates of results days each year will be publicised for all candidates through the centre's website and exam guidance documents provided to students.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. All requests should be submitted to the exams officer on the appropriate request form (available upon request).

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 a group of candidates.

The cost of EARs will be paid by the candidate as appropriate.

The cost of EARs will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service being used in each exam series.

All decisions about whether to make an application for an EAR will be made by the heads of department/faculty in conjunction with the head of centre.
If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in the internal appeals procedure.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance and awarding bodies procedures.

18.2 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, written consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.
The cost of ATS will be paid by the candidate unless this is specifically requested by teaching staff to use for teaching and learning purposes.

The cost of ATS will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service be used in each exam series.

19. Complaints and appeals

Ysgol Aberconwy has a written policy for dealing with complains and appeals. Complaints from candidates and their parents/carers in relation to issues regarding the centre's delivery or administration of a qualification can be raised following this policy process.