



## **St. Illtyds Catholic High School**

### **Exam Policy and Contingency Plan**

<b>Role</b>	<b>Name(s)</b>
Head of Centre	David B Thomas
SLT Lead	Debbie Chard
Exams Officer	Karen Feneck
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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.
- To ensure a consistent and effective response in the event of major disruption to the examination system.

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 annually.

This exam policy will be reviewed by the Head of Centre, Deputy Head, Heads of Faculty, Senior Leadership Team, Exams Officer, Business Manager, Governors and the Trustees.

# 1. Exam Responsibilities

## Head of Centre

Overall responsibility for the school as an exam centre;

- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
- Advises on appeals and re-marks
- Holds the responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document '*Suspected malpractice in examinations and assessments*'
- Ensures knowledge of JCQ General Regulations document is current
- Ensures an Exams Officer is appointed (Head of Centre **MAY NOT** appoint themselves as Exams Officer)
- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams

## Deputy Head

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4.
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

## **Heads of Faculty**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate electronic input of coursework / controlled assessments / non-exam assessments marks.
- Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation.
- Ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

## **Exams Office Manager / Exams Officer**

Manages the administration of public and internal exams and analysis of exam results:

- Advises the Senior Leadership Team, Subject, 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 / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks, maintains records and stores securely all exam papers and completed scripts.
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.

- Ensures key tasks are undertaken and key dates and deadlines met.
- Understands the contents of annually updated JCQ publications.
- Assists the ALENCO in administering access arrangements.
- Identifies and manages exam timetable clashes.
- Assists in recruiting, trains, line manages and deploys a team of external invigilators, as required and keeps a record of the content of training provided to invigilators for the required period.
- Prepares reports to the SLT showing results achieved and comparable data for previous years
- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Tracks despatch of coursework / controlled assessments / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Ensures exam rooms are set up and conducted as required in the regulations.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Processes eligible applications for special consideration to awarding bodies.
- Updates and maintains the Exam Entries / Exam Day Contingency Plan annually in case of emergency.

## **ALENCO**

- Administration of access arrangements, including making applications and preparing / storing evidence for inspection purposes.
- 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.

## **Head of Careers**

- Guidance and careers information.

### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Submission of candidate names to Heads of Department / Faculty.
- Submission of coursework / controlled assessment / non-exam assessment marks to AB secure website by the deadline.

### **Invigilators**

- Keep up to date with knowledge of JCQ ICE rules and regulations attending annual training sessions.
- Collection of exam papers and other material from the examination 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 examination office.
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation).
- Ensuring all secure documents are returned to the exams officer after the exam.
- Provide information as requested on their availability to invigilate throughout an exam series.

### **Candidates**

- Understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own.
- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators.
- Provide appropriate evidence to support special consideration applications, where required.

### **Administrative staff**

- Support the EO in the dispatch of confidential exam materials.
- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility.

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

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

The statutory test offered are as below:

Name of Test	Year Group
National Numeracy Tests	7,8 & 9
National Reading Tests	7,8 & 9
National Reasoning Tests	7,8 & 9
Mensa Tests	7,8 & 9

The Qualifications offered are: GCSE, BTEC, Level 2 Certificates, Asdan Cope, WBQ

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 by 30th September.

### **At key stage 4**

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



### 3. Exam Seasons and Timetables

#### 3.1 Exam Seasons

- Internal exams are scheduled November, January – April, June and July.
- External exams are scheduled November, January, February and May – June.
- All internal exams are held under external exam conditions.

**3.2** Which exam series are used in the centre is decided by the Head of Centre, Deputy Head, Heads of Curriculum, Heads of Faculty and the Senior Leadership Team.

#### Timetables

- The exams officer will circulate the exam timetables for external exams once these are confirmed.
- Final copies are also e-mailed to both student and parent/carer.

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

### 4.1 Entries

- Candidates are selected for their exam entries by the Heads of Curriculum, Heads of Faculty, Subject Teachers and the Deputy Head.
- A candidate or parent/carers can request a subject entry, change of level or withdrawal.
- The centre does not accept entries from external candidates.

### 4.2 Late Entries

- Entry deadlines are circulated to Heads of Department via email.
- Late entries are authorised by Heads of Curriculum, Heads of Subject, Heads of Department, Subject Teachers, Exams Officer and Deputy Head.

### 4.3 Retakes

- Candidates are allowed 2 retakes per subject in GCSE.
- Retake decisions will be made in consultation with the candidates, subject teachers, exams officer, head of centre, deputy head, heads of department, heads of subject, heads of faculty and the heads of curriculum.

### 4.4 Withdrawals

- Request for withdrawal from an exam can only be made with the agreement of the SLT member in charge of exams. This request must then be confirmed in writing to the exams officer. Parents must be notified before a student is withdrawn from an exam.

*(See also section 5: Exam fees)*

## 5. Exam Fees

- GCSE entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the 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 exam or meet the necessary coursework / controlled assessments / non-exam assessments requirements.
- This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE.

- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

## 6. The Equality Act, Special Needs and Access Arrangements

### 6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA 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 ALENCO, doctor, pastoral teacher and the educational psychologist / specialist teacher.
- The ALENCO 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 ALENCO can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam.

### 6.3 Access Arrangements

- It is the responsibility of the ALENCO to;
  - a. Make specific arrangements for candidates to take the exams.
  - b. Make applications to awarding bodies to allow candidates Access Arrangements in exams.
  - c. Have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.
- Rooming for access arrangement candidates will be arranged by the ALENCO with the exams officer.
- Invigilation and support for access arrangement candidates will be organised by the ALENCO with the exams officer.

## 7. Managing Invigilators and Exam Days

### 7.1 Managing Invigilators

- External invigilators will be used for exam supervision.
- The recruitment of invigilators is the responsibility of the exam office.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exam office.
- DBS fees for securing such clearance are paid by the School
- Invigilators are timetabled and briefed by the exam office.
- Invigilators' rates of pay are set by The Business Manager

### 7.2 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.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Site management is responsible for setting up the allocated rooms.
- The Exams Officer will start all exams in accordance with JCQ guidelines.
- Subject staff are not allowed at the start of the exam, SLT 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.
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios.
- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities.
- Ensures Exam papers are not read by subject teachers or removed from the exam room before the end of a session. All papers / secure documents must be returned to the exams officer. Papers will be distributed to heads of department/faculty at the end of the exam session by the exams officer only.

## 8. Exam Contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables.
- delivering results to published timetables.
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs.

### **a. Disruption of teaching time – centre is closed for an extended period**

Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series.
- Centre will have plans in place to facilitate alternative methods of learning.

### **b. Learners unable to take examinations because of a crisis - centres remain open**

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding

organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.

- The centre will offer candidates an opportunity to sit any examinations missed at the next available series.
- The centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

**c. Centre unable to open as normal during the examination period**

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations.

The head of centre will decide whether it is safe for the centre to open. The head will take advice or follow instructions from relevant local or national agencies in deciding whether the centre is able to open. Possible outcomes are:

- centre will open for examinations and examination candidates only, if possible.
- centres will use alternative venues in agreement with relevant awarding organisations.
- centres will offer candidates an opportunity to sit any examinations missed at the next available series.
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

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**d. Disruption to the transportation of completed examination scripts**

If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation. The centre will ensure secure storage of completed examination scripts until collection.

**e. Centre unable to distribute results as normal**

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site.

- centre will make arrangements to coordinate access to post results services from an alternative site.
- centre will share facilities with other centres if this is possible.

**f. Exams officer absent at a critical stage of the examination cycle**

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, centre will:

- Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO).
- Consult with ABs when necessary.

## 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 always apply.
- 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 exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### 9.2 Clash Candidates

- Pupils are informed of any exam clash and are updated on the arrangement; they are seated well away from others to avoid disturbance at the end of the first exam.
- If the total exams consist of more than two in one session, the student will be allocated a separate room with supervised rest breaks.
- Identifies and resolves candidate exam clashes (overnight supervision will only be applied in exceptional circumstances and as a last resort).

### 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.
- It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper based otherwise) by the Exams Officer before the published deadline date.
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## 10. Coursework / Controlled Assessment / Non-Exam Assessment and Appeals against Internal Assessments

### 10.1 Coursework / Controlled Assessments / Non-Exam Assessments

- 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 / controlled assessments / non-exam assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

- Heads of department will ensure all coursework / controlled assessments / non-exam assessments are 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 coursework / controlled assessments / non-exam assessments are inputted on the relevant awarding bodies secure websites by subject teachers / heads of subject / heads of department. Where electronic input of marks is not available then teachers / heads of department should ensure relevant document/s are delivered to the examination office for return to moderator in a timely fashion.

## **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 and must be available for inspection purposes.

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 work 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 email or by post to their home address (candidates to provide SAE).
- Arrangements for the school to be open on results days are made by the head of centre.
- The provision of staff on results days is the responsibility of the exams officer.

### **11.2 EARs (Enquiries about results)**

- 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.



- If a candidate requires an EAR, they must complete the relevant paperwork to allow the exams officer to make the necessary application.

### **11.3 ATS (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.
- 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.
- If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

## **12. Whistleblowing**

Whistleblowing has been defined as:

'the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees' (Public Concern at Work Guidelines 1997). Statutory protection for employees who whistle blow is provided by the Public Interest Disclosure Act 1998 ("PIDA"). The PIDA protects employees against victimisation if they make a protected disclosure within the meaning of the PIDA and speak out about concerns about conduct or practice within the school which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice.

There is a School Whistleblowing Policy that applies to all school staff including full, part time, casual, or temporary.

The security and integrity of examinations and assessments is essential if public confidence in qualifications is to be maintained. The approach taken by the awarding bodies to malpractice is set out in the JCQ "*Suspected Malpractice*" document. Examination staff and those involved with Examinations should be familiar and abide by the latest JCQ "*Suspected Malpractice Policy & Procedures*" document.

Exam Maladministration generally affects the integrity, security or confidentiality of GCSE exams and could lead to results or outcomes that do not reflect pupils unaided work or actual abilities. It can include:

- Early opening of test papers or materials without permission.
- School making changes to scripts.
- Inflating or deflating assessment judgements to influence school assessment.
- Moving the date and time of a fixed exam without notifying the examination board.
- Assisting or prompting candidates with the production of answers.
- Not running the exam in accordance with the JCQ regulations.

### **Procedure for Making a Whistleblowing Allegation**

If you are involved in examinations or assessments and you witness an activity that you are concerned may be malpractice, it should be acted upon. The first point of contact in witnessing malpractice or misconduct in Examinations and Assessments should be your line manager or the Head of Centre who has the duty to investigate and report all such incidents.

The person to be approached depends to an extent on the seriousness of the issue and who is thought to be involved. If you feel you cannot express your concerns within the school, the concern should be raised directly with the Awarding body.

If possible, put your concern in writing for the avoidance of doubt. You should set out the background and history of the concern; giving names, dates and places where possible, and explaining the reason for your concerns. If you feel unable to put the matter in writing you can still raise your concern verbally and should telephone or arrange to meet the appropriate person.

Contact details for the Awarding bodies used at the school can be found in Appendix 1.

## 13. Certificates

- Letters are posted to pupils informing them that their certificates are ready for collection, detailing the collection arrangements.
- Certificates are presented and collected in person and signed for.
- Certificates may be collected on behalf of the candidate provided written consent has been obtained.
- Certificates may not be withheld from candidates who owe fees.
- The centre retains all unclaimed certificates under secure conditions for a minimum of 24 months from the date of issue.

## **Appendix 1**

### **WJEC**

Compliance Team

245 Western Avenue

Cardiff CF5 2YX

[malpractice@wjec.co.uk](mailto:malpractice@wjec.co.uk)

### **AQA Irregularities/Malpractice**

AQA

Devas Street

Manchester M15 6EX

[irregularities@aqa.org.uk](mailto:irregularities@aqa.org.uk)

### **Pearson Maladministration/Staff**

Malpractice Investigations Team

80 Strand London

WC2R 0RL

[pgsmalpractice@pearson.com](mailto:pgsmalpractice@pearson.com)

### **OCR**

Vocational Qualifications

Compliance Team

Progress House

Westwood Way

Coventry CV4 8JQ

[malpractice@ocr.org.uk](mailto:malpractice@ocr.org.uk)

### **NCFE**

Customer Compliance & Investigations Team

Q6, Quorum Business Park

Benton Lane

Newcastle Upon Tyne NE12 8BT

[CustomerCompliance@NCFE.org.uk](mailto:CustomerCompliance@NCFE.org.uk)

**The London Institute of Banking & Finance**

Administrative Centre,

4-9 Burgate Lane

Canterbury,

CT1 2XJ

[fcexams@libf.ac.uk](mailto:fcexams@libf.ac.uk)