



Co-op Academy
Leeds

Exam Policy

2023-24

This policy is reviewed annually to ensure compliance with current regulations

Key Staff involved in the Policy

Role	Name(s)
Head of centre	Natalie Jones
Exams officer line manager (Senior leader)	Emma Pearson
Exams officer	Samantha Walker
ALS lead/SENCo	Jessica Field
Senior leader(s)	Emma Pearson

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Purpose of the Policy

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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 this policy.

The exams policy will be reviewed every year by the Exams Officer and Head of Centre.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The Head of Centre:

- has overall responsibility for the Academy as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams officer¹:

- manages the administration of internal exams and/or external exams. Including our offsite Student Support Centre - alternative provision now based at the Henry Barron Centre
- advises the senior leadership team, subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The special educational needs coordinator (SEND Co) is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

Candidates are responsible for:

- confirmation of entries.

- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and the Senior Leadership Team.

The types of qualifications offered are:

- GCSE
- BTEC
- Functional Skills (ICT only)
- ELC (English, Science, & Maths)

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by October of the start of the new academic year.

Informing the exams office of changes to a specification is the responsibility of the Senior Leadership team and Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with the Subject Teachers.

Functional skills has been limited to ICT, and ELC in English, Science and Maths are now offered in its place so students can complete set assessments in place of external exams which may not be accessible in the future.

The Academy will continue to update any qualifications through the year to ensure students have fair access to exams and qualifications.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled at the end of the Summer series; during Nov/Dec and Trust held February mocks. Re-sits will not be taking place in the November series this year as none have been requested. Students usually go on to sixth form colleges to retake GCSE exams.

External exams and assessments are scheduled throughout the year for BTEC qualifications and Functional skills, and are noted in the Academy's assessment planning. The main Summer series takes place in accordance with the exam boards official timetables.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre acts as an exams centre for other organisations, where there has been an organised managed move.

Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings, and internal post/pigeon hole.

Heads of department/curriculum 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 (i.e. late) require the authorisation, in writing or via email, of Heads of Department which are then confirmed by the Senior Leadership team.

GCSE re-sits are allowed.

Functional skills re-sits are allowed.

Re-sit decisions will be made by teachers in consultation with Heads of Departments.

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 for each exams series.

GCSE entry exam fees are paid by the centre.

Functional skills entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre or by department depending on the circumstances in which the amendments have been made.

Fee reimbursements are not sought from candidates.

Re-sit fees are paid by the centre or department.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre and the Senior Leadership Team.

Access arrangements

The SEND Coordinator and Exams Officer 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 requirement is determined by the SEND Coordinator.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SEND Coordinator.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SEND Coordinator and Exams Officer

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

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Contingency plans are available via the exams officer and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Estimated grades

Heads of department are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams.

Recruitment of invigilators is the responsibility of the Exam officer and HR.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR.

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

Invigilators' rates of pay are set by the HR.

Invigilators are recruited, timetabled, trained, and briefed by the Exam Officer and HR.

Malpractice

The head of centre in consultation with the Senior Leadership team and Exam Officer is responsible for investigating suspected malpractice.

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 staff is responsible for setting up the Sports Hall, and will be advised of requirements two months in advance. Additional rooms in use will be set up by the Exam Officer.

The Exam Officer will start and finish all exams in the Sports Hall in accordance with JCQ guidelines. Invigilators will be responsible for the exams taking place in separate rooms.

Subject staff may not be present at the start of the exam to assist with identification of candidates, this role will be carried out by the Attendance team. 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.

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 in accordance with JCQ's recommendations and no later than 72 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Main Reception staff.

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exam expectations assembly.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts 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 stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an 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 Head of Centre and Exam Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Attendance team and Exam Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exam Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exam 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 within 14 days of the exam.

Internal assessment

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

Marks for all internally assessed work are provided to the exams office by the Heads of Department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual results slips on results days,

- in person at the centre
- collected and signed for

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

Arrangements for the centre to be open on results days are made by the Admin Team and Exam Officer.

The provision of the necessary staff on results days is the responsibility of the Admin Team and Exam Officer.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. 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 the group of candidates.

The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the Senior Leadership team.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exam Officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre.

Processing of requests for ATS will be the responsibility of the Exam Officer.

Certificates

Candidates will receive their certificates

- in person at the centre
- by post to their home address where they have provided the fee for recorded delivery.
- collected and signed for

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 1 year.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued to a candidate via SIM's school system.

Appendix A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> ● Head of centre ● Vice principal ● Deputy head ● Heads of faculty ● Heads of subject ● Heads of department ● Heads of curriculum ● Head of key stage ● Senior leadership team ● Exams officer ● SENCO ● Subject teachers ● Governors ● Trustees ● Candidate 	<ul style="list-style-type: none"> ● SENCo ● ALS manager ● Doctor ● Pastoral teacher ● Educational psychologist ● Specialist teacher ● Exams officer ● Other (please specify) 	<ul style="list-style-type: none"> ● Exams officer ● Centre administration ● Support staff ● Senior leaders ● External staff ● Agency employees ● Head of centre ● Senior leadership team ● Senior Invigilator ● Invigilator ● Other (please specify)

	<ul style="list-style-type: none">• Parent/carers• Other (please specify)		
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