

Ysgol Harri Tudur



Henry Tudor School

Exam Policy

(Including Exam Procedure)

Adopted by School Performance Committee: November 2011

Last Reviewed: Autumn Term 2021

(Exam Procedure added to make one policy)

Review Annually

Next Review: Autumn 2022

The Exams Policy Outline

The qualifications offered at this centre are decided by the Directors of Faculty and approved by the Governing Body. At key stage 4, candidates will be entitled, and enabled, to achieve entry for qualifications from an external awarding body. All candidates should under normal circumstances enter appropriate external qualifications for all courses undertaken.

The school will ensure that all candidates can access qualifications and the associated assessments. (See Access Arrangements policy)

Candidates are selected for their exam entries by the Directors of Faculty and subject teachers. A candidate or parent / guardian can request a subject entry, a change of level or withdrawal from the examination, but ultimately the decision is a matter for the professional judgement of school staff.

The school will enter pupils for early and multiple entries in English and Maths if it is in the best interest of the pupil. External scrutiny of school performance indicators will not dictate entry policy. Entry decisions will be the responsibility of the Directors of Faculty with agreement from the Head of Centre in the case of an early entry

Teachers who wish to withdraw students from an examination must provide a valid reason for doing so, justifying this with remedial action undertaken. A withdrawal form must be approved by the Directors of Faculty and the Assistant Headteacher with responsibility for examinations.

Under normal circumstances there is no charge for examination entries to candidates or to departments. The exceptions are:

- Entries, changes of tier or withdrawals made beyond the authorised date – these may be charged to the department or candidate, depending on who initiated the change; (For 2021-22 this may be waived if Covid-19 has affected the assessment opportunities of a candidate)
- Candidates who fail to sit an exam or fail to meet the necessary course requirements and therefore cause a late change of entry; (For 2021-22 this may be waived if Covid-19 has affected the assessment opportunities of a candidate)
- Re-takes as outlined below
- Candidate initiated requests for enquiries about results (e.g. re-marks)

Re-takes

- Candidates are allowed 1 free retake per subject in GCSE, AS and A2. (For 2021-22 this may be waived if Covid-19 has affected the assessment opportunities of a candidate)
- In KS4, a condition of the retake is that the candidate's attendance to any revision classes provided by the department is compulsory. This includes any revision sessions arranged for out of school hours (given reasonable notice). The cost of any additional retake is met by the candidate.
- In KS5, candidates are expected to order their AS papers back through the exams office for each subject they intend re-sitting the following year. Failure to do so means they forgo the free re-sits unless point scores improve significantly. (For 2021-22 this is waived as no AS papers are available)
- In KS5, candidates who wish to re-take GCSE subjects may do so as their free retake, provided they have only had 1 entry in KS4. The cost of any additional retake is met by the

candidate.

(For 2021-22 this may be waived if Covid-19 has affected the assessment opportunities of a candidate)

- Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer and the Directors of Faculty.

CAT/NEA/Internal Assessment

Candidates must submit work by the deadline set by the Centre. If this deadline is not met, staff have the right to refuse to accept or mark the work, even if this is before the absolute deadline for the examination board.

(For 2021-22 every opportunity will be given to the candidate, within reason, to complete and submit NEA work)

Appeals against Internal Assessments

Candidates may appeal:

- against the process leading to an assessment, there is no appeal against the mark or grade awarded
- if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification

Exam Procedure

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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

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, the exams officer and submitted to the Governor's Performance Committee to approve changes.

1. Exam Responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- advises on appeals
- the head of centre is responsible for ensuring all suspicions or actual incidents of malpractice are reported to the relevant body. In the case of ECDL examinations, this would be the BCS
 - Refer to the JCQ document *Suspected malpractice in Examinations and assessments*.

Exams Officer

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

- advises on re-marks and all other Post Results Enquiries
- is responsible for reporting all suspicions or actual incidents of malpractice are reported to the relevant body. In the case of ECDL examinations, this would be the BCS
 - Refer to the JCQ document *Suspected malpractice in Examinations and assessments*.
- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- provides the dates for all exams in which candidates will be involved for inclusion in the school calendar 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 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
- ensures access arrangements are made and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes

- accounts for income and expenditures relating to all exam costs/charges · line manages the exams assistant and exams invigilators organising the recruitment, training and monitoring of a team of exams invigilators and responsible for the conduct of exams
- compiles and prepares results reports for analysis by Assistant Head – Standards
- submits candidates' coursework marks, tracks despatch and stores returned coursework 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 any appeals/re-mark requests to the exam boards. · maintains systems and processes to support the timely entry of candidates for their exams

Directors of Faculty

- ·Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- ·Involvement in post-results procedures
- ·Accurate completion of coursework mark sheets and declaration sheets. · Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- ·Notification of access arrangements (as soon as possible after the start of the course)

Teachers

- Submission of candidate names to heads of department
- Responsible for delivery and marking of coursework and Controlled Assessment Policy

ALNCO

- Administration of access arrangements
- 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

Invigilators

- Be familiar with the Instructions for Conducting Examinations
- Collection of exam papers and other material from the exams office before the start of the exam
- Completion of attendance registers
- Maintain security of examination session
- Check that no unsuitable materials or equipment are brought into the exam room
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

Candidates

- Confirmation and signing of declaration forms
- Understanding coursework and exam regulations and signing a declaration that

authenticates the coursework as their own

Administrative staff

- Support for the input of data
- Posting of exam papers
- Contact candidates who are absent from examinations without known causes

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Directors of Faculty and approved by the Governing Body.

The statutory tests and qualifications offered are GCSE, GCE AS and A levels, BTEC Level 1, 2 and 3, Welsh Baccalaureate, City and Guilds Level 1 & Level 2 Vocational qualifications and other vocational qualifications offered by approved bodies as deemed appropriate.

All qualifications delivered will all be on the Qualifications in Wales approved list for delivery and contribute to Performance Measures.

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 the end of the first full week of the autumn term.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. It is the school's policy that all candidates should enter for appropriate qualifications for all courses taken.

At post-16

It is expected that AS modules will be completed during year 12.

3. Exam Seasons and Timetables

3.1 Exam Seasons

External exams are scheduled in November, January, March and June. All internal exams are held under external exam conditions. The exam series used in the centre are decided by the Directors of Faculty.

3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Directors of Faculty and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal but ultimately the decision is a matter for the professional judgment of school staff.

Teachers who wish to withdraw a student from an examination must provide a valid reason for doing so, justifying this with remedial action taken. The withdrawal form (Appendix 1) must be approved by the head of department and submitted to the head teacher for approval.

The centre does accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to Directors of Faculty via memo.

Late entries are recommended by Directors of Faculty and authorised by the exams officer.

4.3 Retakes

Candidates are allowed 1 free retake per subject in GCSE, AS and A level qualifications. In KS4, a condition of the retake is that the candidate's attendance to any revision classes provided by the department is compulsory. This includes any revision sessions arranged for out of school hours (given reasonable notice).

The cost of any additional retake is met by the candidate. Candidates are expected to order their papers back through the exams office for each AS module they are re-sitting in year 13. Failure to do so means they forgo the free re-sits.

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer and the Directors of Faculty.

(See also section 5: Exam fees)

** 2021-22 candidates will not be charged if their initial entry was affected by Covid-19*

5. Exam Fees

The centre pays GCSE initial registration and entry exam fees. AS initial registration and entry exam fees are paid by the centre. A level initial registration and entry exam fees are paid by the centre. Late entry or amendment fees are paid by the centre.

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. However, late amendments will be charged to departments.

Reimbursement will be sought from candidates who fail to sit an exam or fail to meet the necessary coursework requirements and therefore cause a late change of entry.

This fees reimbursement policy will be communicated in writing to candidates. Candidates must pay the fee for an enquiry about a result unless a department initiates the request in which case the enquiry fee will be paid by the faculty.

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

6. The 2010 Equality Act, special needs and access arrangements

6.1 Equality

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 ALNCO, doctor and the educational psychologist / specialist teacher.

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

6.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the ALNCO and the exams officer.

Exception for summer 2021 when the responsibility for this is passed to the teachers delivering the assessments.

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

Rooming for access arrangement candidates will be arranged by the ALNCO with the exams officer.

Exception for summer 2021 when the responsibility for this is passed to the teachers delivering the assessments.

Invigilation and support for access arrangement candidates will be organised by the ALNCO with the exams officer.

Exception for summer 2021 when the responsibility for this is passed to the teachers delivering the assessments.

7. Estimated Grades

7.1 Estimated Grades

The Directors of Faculty will produce estimated grades for school internal use. Under normal circumstances, there is no longer a requirement to submit to the Exams Officer or Exams Board. Should a situation arise where Exam Boards request estimated grades or Centre Determined Grades (CDGs), then the Director of Faculty will be responsible for collecting, moderating and submitting these as required.

8. Managing Invigilators and Exam Days

8.1 Managing Invigilators

External invigilators will be used for exam supervision in all internal and external exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Personnel Officer.

CRB 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.

8.2 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.

Site management is responsible for setting up the allocated rooms.

The exams officer or lead invigilator will start all 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 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 for the first hour of the published start time or removed from the exam room before the end of an exam. Papers will be distributed to Directors of Faculty at the end of the exam session.

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 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.

The exams officer or administrative staff 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

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

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.

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.

10. CAT/NEA work and appeals against internal assessments

10.1 NEA/CAT work

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Directors of Faculty will ensure all work is ready for despatch at the correct time and the centre administration 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 Directors of Faculty.

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.

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 to the senior member of staff nominated to manage appeals within 5 days of the candidate receiving their result.
- the 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, either in person at the centre or via the school email system.

Arrangements for the school to be open on results days are made by the Business Manager.

The provision of staff on results days is the responsibility of the Business Manager.

The centre aggregates at the end of year 12 for AS grades and year 13 for A2 grades.

11.2 EARs

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

Even if the centre does not uphold an EAR, a candidate may still apply to have an enquiry carried out. The payment of the fee is the responsibility of the candidate.

(See section 5: Exam fees)

11.3 ATS

After the release of results, candidates may ask subject staff to request a priority photocopy of the paper.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark.

Original scripts can be ordered by candidates from the exams office, within the time frame set by

the boards.

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.

12. Certificates

Certificates are collected and signed for.

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

The centre retains certificates for five years.

Head of centre

Fiona Kite

Exams officer

Sheila Westwood

* This could be an email but not a text

13. Controlled Assessment Tasks (CATs)/Non- Examined Assessments (NEAs)

Outlining staff responsibilities - GCSE CATs/NEAs

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Directors of Faculty to schedule assessments. (It is advisable that assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of controlled assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for CATs and NEAs.

Directors of Faculty

- Decide on the awarding body and specification for a particular GCSE
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification

- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment/NEA and have read the document *Instructions for conducting non-examination assessments* published by JCQ
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Supply to the exams office details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre
- Ask the appropriate special educational needs coordinator (ALNCO) for any assistance required for the administration and management of access arrangements

Exams office staff

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Enter students' 'cash-in' codes for the terminal exam series
- Where confidential materials are directly received by the exams office, to be responsible for

receipt, safe storage and safe transmission, whether in CD or hard copy format

- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines
- On the few occasions where internal assessment cannot be conducted in the classroom arrange suitable accommodation where internal assessment can be carried out, at the direction of the senior leadership team

Additional Learning needs coordinator

- Ensure access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met

Appendix 1

This form goes from subject teacher to line manager to Headteacher for approval. Once approved, it is copied to the exams officer to action and to the originating teacher and DoF for information and filed in Exams box-file for the year.

Exam withdrawal request

It is the school's policy that all pupils should be entered for an examination if they have studied the subject.

I am **applying for permission** to allow the following pupils to stop studying in my class:

Teacher's name _____ Teaching group code _____

Date of request _____ Pupil's Name _____

Reason for stopping

Interventions already tried to get the pupil on track (including support from learning mentors etc.)

How and when were **parents contacted** with your concerns about progress?

Are parents **agreeing** with or **requesting** that this subject should be dropped?

Proposed Arrangements for **supervision** when subject is dropped

What **work** would the student do after dropping the subject and how will this be monitored?

Teacher's signature _____ Date _____

Line manager's comment _____

Line manager - sign to approve _____

Headteacher comment and signature _____

Actioned by examinations officer (date)
