



# Joseph Leckie Academy

## Exams Policy

**Approved by JLA Trust Board:** 05/2022

**Last reviewed on:** 05/2022

**Next review due by:** 05/2023

Role	Name
Head of Centre	Mr James Ludlow (Principal)
Senior Leader responsible for Exams	Mr Joseph Balthazar Greaves
Senior Leaders	Miss Rachel Cook Mr Andy Banbery Mrs Laura Price Mr Tom Pochin
Exams Officer	Mrs Ann Losinskee
SENDCO	Mr Kristian Wallworth
IT Manager	Mr Tom Freeman
Data Protection Lead	Miss Cassie Stroud

## 1. Introduction

1.1 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 and to ensure the operation of an efficient exams system with clear guidelines for all relevant employees.

1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

1.3 The exams policy will be reviewed biennially.

1.4 The exams policy will be reviewed by the member of Leadership with responsibility for exams.

1.5 Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## 2. Exam Responsibilities

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

### 2.1 Principal

2.1.1 The Principal is the 'head of centre' and the most senior operational officer in the organisation and has overall responsibility for the Academy as an exams centre and it is the responsibility of the head of centre to ensure that all staff comply with the instructions in this policy.

2.1.2 The Principal is responsible for reporting all suspected or actual incidents of malpractice (refer to the JCQ document suspected malpractice in examinations and assessments).

2.1.3 The Principal will be required to confirm, on an annual basis, that they are aware of and adhering to the latest version of the JCQ regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.

2.1.4 This responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledgement that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:

- the centre status being suspended
- the centre not being able to submit examination entries
- the centre not receiving or being able to access question papers

2.1.5 The Principal ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.

2.1.6 The Principal has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

2.1.7 For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8 of Instructions for Conducting Exams (ICE) at [www.jcq.org.uk](http://www.jcq.org.uk)

## 2.2 Member of Leadership Responsible for Exams

2.2.1 The member of leadership responsible for exams is responsible for line managing exams and:

- Oversees the exams process, consulting with all stakeholders.
- Works in consultation with the Principal and Exams Officer to ensure administration of exams follows JCQ regulations.
- Provides support and guidance to the Exams Officer and ensures the integrity and security of exams and assessments is maintained throughout an exam series.

## 2.3 Senior Leadership Team

2.3.1 Are familiar with the contents of the following annually updated JCQ publications including:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice - Policies and Procedures
- Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
- A guide to the special consideration process

These documents are available at [www.jcq.org.uk](http://www.jcq.org.uk)

2.3.2 Senior Leadership must not be present at the start of an exam if they have had overall responsibility or the line management for the subject department being examined and/or preparing the candidates for the examination.

## 2.4 Exams Officer

2.4.1 Understands the contents of annually updated JCQ publications including:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations Suspected Malpractice - Policies and Procedures Post-results services (PRS)
- A guide to the special consideration process

2.4.2 Manages the administration of exams.

2.4.3 Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year.

2.4.4 Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.

2.4.5 Ensures key tasks are undertaken and key dates and deadlines met.

2.4.6 Assists with recruitment of invigilators as required.

2.4.7 Trains and deploys a team of internal/external invigilators as required and keeps a record of the content of training provided to invigilators for the academic year and works with the SENDCO to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.

2.4.8 Advises the Leadership Team, subject and class tutors, and other relevant support employees, on annual exams timetables and procedures as set by the various awarding bodies.

2.4.9 Oversees the production and distribution, to all centre employees and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with employees concerning imminent deadlines and events.

2.4.10 They ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.

2.4.11 They check with teaching employees that the necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.

2.4.12 They provide and confirm detailed data on estimated entries.

2.4.13 They maintain systems and processes to support the timely entry of candidates for their exams.

2.4.14 They receive, check and store securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

2.4.15 They administer access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process.

2.4.16 They identify and manage exam timetable clashes.

2.4.17 They account for income and expenditure relating to all exam costs.

2.4.18 They ensure candidates' Non-Examined Assessment marks and any other material required by the appropriate awarding bodies are submitted correctly and on schedule.

2.4.19 They track, dispatch, and store returned non-examined assessments.

2.4.20 They arrange for dissemination of exam results and certificates to candidates and forward, in consultation with Leadership, any post results service requests.

2.4.21 They support the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.

2.4.22 They brief other relevant centre staff (e.g. reception staff or teachers) where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

## 2.5 Heads of Department/Faculty

2.5.1 Accurate completion of exam entry documentation and all other mark sheets and adherence to deadlines as set by the Exams Officer. Attending a meeting with the Exams Officer with documentation whilst exam entries are actually made and then to sign off the entries made.

2.5.2 Accurate completion of non-examined assessment sheets and declaration sheets. These are checked by the Exams Officer with the Middle Leader and then they sign to say they are complete.

## 2.6 Heads of Year

2.6.1 Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

2.6.2 Informing Leadership of exam entries for students that are dual registered.

## 2.7 Teachers

2.7.1 Supplying information on entries, and non-examined assessments as required by the Head of Department/Faculty or Exams Officer.

## 2.8 The Special Educational Needs and Disability Coordinator (SENDCO)

2.8.1 Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments

2.8.2 Leads on the access arrangements and reasonable adjustments process including 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.

2.8.3 Works with the qualified assessor for access arrangements to ensure the correct procedures are followed.

2.8.4 Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

2.8.5 Gather the necessary documents to make application online with JCQ in order to gain approval of access arrangements, if required.

2.8.6 Works with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

## 2.9 Invigilators

2.9.1 Assist the Exams Officer in the efficient running of exams according to JCQ regulations.

2.9.2 Collection of exam papers and other material from the exams office before the start of the exam.

2.9.3 Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

## 2.10 Administration Staff

2.10.1 Complete the confidential materials receipt, secure movement and secure storage log when exam materials arrive on site. Inform site maintenance staff of delivery so that arrangements can be made for the immediate transfer to the exams office.

2.10.2 Support Exams Officer in the dispatch of any confidential materials.

## 2.11 Site Managers

2.11.1 Collect confidential materials from reception when notified of delivery and take to the Exams

2.11.2 Office as soon as possible.

2.11.3 Supports the Exams Officer in relevant matters relating to exam rooms and resources.

## 2.12 Candidates

2.12.1 Are expected to check, confirm and sign to agree entries are correct.

2.12.2 Understands non examination assessment regulations and signing a declaration that authenticates this as their own.

2.12.3 Ensures they conduct themselves in all exams according to the JCQ regulations.

### **3. Qualifications offered**

3.1 The qualifications offered at this centre are decided by the Principal. The types of qualifications offered are:

- Level 1/2 BTEC Tech Awards
- BTEC Nationals
- GCSE
- A Level

3.2 If there is to be a change of specification for the next year the exams office must be informed by 1st July. Informing the exams office of changes to a specification is the responsibility of Heads of Department/Faculty.

3.3 Decisions on whether a candidate should be entered for a particular subject will be taken by Leadership in consultation with the Heads of Department/Faculty.

### **4. Exam Series**

4.1 Internal exams and assessments are scheduled in the staff calendar.

4.2 External exams and assessments are scheduled according to Exam Boards in the relevant series e.g. June Series.

4.3 Internal mock exams are held under external exam conditions.

4.4 The Leadership Team decides which exam series are used in the centre.

### **5. Exam timetables**

5.1 Once confirmed, the Exams Officer will circulate the exam timetables for external exams by a reasonable date decided by Leadership before each series begins. These will be signed and agreed by the candidate and a copy returned to the Exams Officer to keep on file.

### **6. Entries, entry details and late entries**

6.1 Candidates or parents/carers can request a subject entry in writing to the member of Leadership responsible for exams. The decision to agree to or disagree with the request will be made by the Principal and communicated to parents via letter within 4 weeks of the original letter.

6.2 Candidates or parents/carers cannot request a change of level or withdrawal.

6.3 Private candidates are only entered at the discretion of the Principal. They will be the responsibility of the Exams Officer.

6.4 The centre does not act as an exams centre for other organisations.

6.5 Entry deadlines are circulated to Heads of Department/Faculty via email.

6.6 Heads of Department/Faculty will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

6.7 Entries and amendments made after an awarding organisation's deadline (i.e. late) require authorisation, via email, of the member of Leadership responsible for exams.

6.8 Examination re-sits are allowed at the discretion of the Principal. Re-sit decisions will be made by the Principal.

## **7. Exam fees**

7.1 Candidates or faculties will not be charged for changes of tier. Withdrawals made by the proper procedures or alterations arising from administrative processes provided that these are made within the time allowed by the awarding bodies.

7.2 The Exams Officer will publish the deadline for actions well in advance for each exams series.

7.3 GCSE and A level entry exam fees are paid by the centre for the candidates first entry. Re-sit entry fees are paid by the candidate if agreed by the Principal.

7.4 BTEC and any other vocational qualification registration and entry fees are paid for by the centre.

7.5 Late entry or amendment fees are paid by the centre if it is due to a decision made by Leadership. These fees are payable by the faculty if it is due to administrative timelines not being adhered to.

7.6 Fee reimbursements may be sought from candidates:

- if they fail to sit an exam.
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## **8. Equality Legislation**

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

8.2 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 member of Leadership responsible for exams.

## **9. Access arrangements**

9.1 The SENDCO 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.

9.2 A candidate's access arrangements requirement, and ensuring there is appropriate evidence for a candidate's access arrangement, is the responsibility of the SENDCO.



9.3 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO in liaison with Exams officer.

9.4 Rooming and invigilation for access arrangement candidates will be arranged by the Exams Officer in liaison with the SENDCO.

9.5 Support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENDCO. Please read the SEND policy.

9.6 Invigilators will be informed about the access arrangements for every relevant candidate.

## **10. Estimated grades**

10.1 Heads of Department/Faculty are responsible for submitting estimated grades to the Exams Officer when requested.

## **11. Managing invigilators**

11.1 Invigilators will be employed by the Academy as casual employees. These invigilators will be used for internal mock exams and external exams.

11.2 Recruitment of invigilators is the responsibility of the Exams Officer and the member of Leadership responsible for exams.

11.3 Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Manager.

11.4 Invigilators' rates of pay are set by the Principal.

11.5 Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer and the member of Leadership responsible for exams.

11.6 A record of the training will be held in Academy to present during a JCQ inspection when required.

## **12. Malpractice**

12.1 The Principal, in consultation with the member of Leadership responsible for exams, is responsible for investigating suspected malpractice. JCQ Suspected Malpractice in Examinations and Assessments will be followed. This document is available at [www.jcq.org.uk](http://www.jcq.org.uk).

12.2 Candidates will be warned of the possible penalties an awarding body may apply as per the JCQ publication Suspected Malpractice in Examinations and Assessments.

## **13. Exam days**

13.1 The Exams Officer will book all exam rooms and make the question papers and other exam stationery and materials available for the invigilator.

13.2 Site management employees are responsible for setting up the allocated rooms and will be advised of requirements in advance.

13.3 A member of Leadership or the Exams Officer will start and finish all exams in accordance with JCQ guidelines.

13.4 Subject staff may not be present at the start of the exam or for the duration of the exam. House PAs or the Sixth Form PA may be present to assist with identification of candidates. Any employees present must accord to the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

13.5 Year 11 Form Tutors will support a quiet and calm entry into the room unless they have taught the subject that is being examined. Form tutors will NOT enter the exam venue.

13.6 Year 11 and Sixth Form students all wear a Academy lanyard with a photograph and name card which will be checked by employees in the exam venue.

13.7 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

13.8 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 recommendations after all candidates have taken the examination.

13.9 After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

#### **14. Candidates**

14.1 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 member of Leadership responsible for exams.

14.2 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.

14.3 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 any technological/web enabled sources of information e.g. mobile phones, smart watches, and wristwatches which have a data storage device. Any precluded items must not be taken into an exam room.

14.4 Disruptive candidates will be dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the member of Leadership responsible for exams. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

14.5 The Exams Officer and member of Leadership responsible for exams are responsible for handling late or absent candidates on exam day.

#### **15. Clash candidates**

15.1 The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and all administration in the event of a clash in accordance to JCQ guidelines.

## **16. Special consideration**

16.1 Should a candidate be unable to attend an exam because of illness, suffer a bereavement or other trauma, be ill during an exam or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Academy as soon as possible.

16.2 The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

16.3 The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

## **17. Internal assessment**

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

17.2 Marks for all internally assessed work are provided to the exams office by the Heads of Department/Faculty. The Exams Officer will inform staff of the date by which appeals against internal assessments must be made. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. Please refer to the Non- Examination Assessment policy.

## **18. Results**

18.1 Candidates will receive individual results slips on results days in person at the centre or by post to their home address, if candidates provide a stamped self-addressed envelope.

18.2 Results can be collected on behalf of a candidate by third parties, provided the third party have written authority from the candidate to do so. The third party must bring suitable identification with them that confirms their identity.

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

18.4 Arrangements for the centre to be open on results days are made by the member of Leadership responsible for exams, the Exams Officer and the Site Manager.

18.5 The provision of the necessary staff on results days is the responsibility of the Exams Officer and the member of Leadership responsible for exams.

### **18.6 Enquiries about Results (EARs)**

18.6.1 EARs may be requested by centre employees 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 will require the consent of all candidates. (see Appendix 1)

18.6.2 The cost of EARs may be paid by the centre or the candidate dependent upon the circumstances. All decisions about whether to make an application for an EAR will be made by the Principal. The guidance offered to candidates about requesting an appeal is published on the website and is provided in envelopes on results day with the Post Results Services form.

18.6.3 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 the centre's Internal Appeals Procedure (IAP) Policy.

18.6.4 All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance. (See Appendix 1)

## **19. Access to Scripts (ATS)**

19.1 After the release of results, candidates may request the return of written exam papers before the exam board deadline using the Post Results Services form. This should be paid for by the candidates directly to the Academy and administered by the Exams Officer after the final date for EAR. An EAR cannot be applied for once an original script has been returned.

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

19.3 Processing of requests for ATS will be the responsibility of the Exams Officer.

## **20. Certificates**

20.1 Candidates will receive a letter sent to the most recent address on the Academy data system with dates to collect their certificates, this letter will also be available on the Academy website. Certificates should be collected and signed for in person at the centre.

20.2 Certificates will not be posted but certificates can be collected on behalf of a candidate by third parties, provided the third party has written authority from the candidate to do so. The third party should bring suitable identification with them that confirms their identity.

20.3 Certificates will be held at the Academy for a total of 12 months from the date they arrived in the Academy. Any certificates not collected by the end of the 12 month period will be destroyed. The centre will retain no certificates after that period of time.

20.4 A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

## **21. Exams and Data Protection**

21.1 The exam centre must comply with Data Protection 2018 regulations. The exams officer will hold exams related information on candidates and will share this information with awarding bodies. This may relate to exam entries, access arrangements, special consideration and exam results/post results. Candidates will be made aware of information and data relating to exams throughout their course. Please refer to the Privacy Notice on the Academy's website for more information.

## **22. Linked Documents**

22.1 JCQ regulations/guidelines can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## 22.2 Academy Policies

- Exams Contingency Policy (inc. Evacuation Procedure)
- NEA Policy
- Exams Disability Policy
- Internal Appeals Policy
- Data Protection Policies
- Safeguarding Policy
- Equalities Policy

# Appendix 1: EARs Process

