




Exams Policy

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Signed:	
	Lynne Thornton, Chair of Governors
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REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	March 2020

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1. Introduction and aims

Our Academy is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

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

2. Roles and responsibilities

2.1 Everyone

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

2.2 Head of centre

The head of centre: Richard Aindow

- Has overall responsibility for the Academy as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Richard Aindow

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

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

- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Jo Hedley

2.4 Heads of Curriculum

Heads of Curriculum are responsible for:

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

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of Curriculum and/or the exams officer

2.6 Specialist teachers & Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

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

Our SENCO is Richard Aindow

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office
- Verifying the identity of candidates by ID and/or visual identification.

We currently do not have a Lead Invigilator, this role will be undertaken by TAs and Teachers

2.8 Candidates

Candidates are responsible for:

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

3. Qualifications offered

The Headteacher decides the qualifications we offer.

We offer the following types of qualifications:

Entry Level: (OCR)

The subjects offered for these qualifications in any school year may be found in our prospectus and on the website

If there will be a change to a specification for the next year, the exams office must be informed by November in the academic year at the latest.

Informing the exams office of changes to a specification is the responsibility of Heads of Curriculum

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head in consultation with specialist teachers and the SENCO.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- March and July 2020

External exams and assessments are scheduled in the following exam series:

- Summer 2020

Internal exams are held under external exam conditions.

The Heads of curriculum with consultation with the Head and SENCO decides which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the Head of Centre.

5. Exam timetables

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

6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of Curriculum via email, noticeboard, briefing meetings and the school intranet.

Heads of 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 require authorisation, in writing, by the Exams Officer.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

Delete as appropriate:

- GCSEs
- Functional skills

Re-sit decisions will be made by Heads of Curriculum in consultation with the Exams officer.

Insert more information here about any relevant conditions you place on re-sits.

7. Exam fees

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

The exams officer will publish the deadline for actions well in advance of each exams series.

We don't charge candidates or families for Exam Entries

"EAR Remarks" not supported by School, equal the flat cost of the Boards Fee with no additional fee.

"ATS Access" not supported by School, equal the flat cost of the Boards Fee with no additional fee.

8. Equalities

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

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

9. Access Arrangements

The SENCO 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 SENCO

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

Room arrangements for candidates using access arrangements will be organised by the Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Contingency plans are available via email, noticeboards, briefing and school Intranet and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

11. Estimated grades

Specialist teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

External staff will not be used to invigilate examinations.

13. Malpractice

The head of centre, in consultation with the Exams Officer is responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The exams officer will:

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

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements one day in advance.

The Exams Officer will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may be present at the start of the exam to assist with identification of candidates. 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 Curriculum in accordance with JCQ's recommendations.

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

15. 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 Specialist teaching staff.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer

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

The Exams Officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

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

16. Special consideration

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

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

The exams officer will make a special consideration application to the relevant awarding body within two days of the exam.

17. Internal assessment

It is the duty of heads of Curriculum 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.

Marks for internally assessed work are provided to the exams office by Heads of Curriculum. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

See Appeals policy

18. Results and certificates

Candidates will receive individual results slips on results days in person on site or emailed to a prearranged email.

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 Exams Officer.

The provision of the necessary staff on results days is the responsibility of the Exams Officer.

Dates of results days each year will be publicised for all candidates through the school website, information leaflets and letters home.

18.1 Enquiries about results (EARs)

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 a group of candidates.

The cost of EARs will be paid by the Centre if agreed or the Pupil family if privately requested.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by Heads of Curriculum with consultation with the Exams Officer.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

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

18.2 Access to scripts (ATS)

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

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

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre if agreed or the Pupil family if privately requested.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every three years.

Appendix A

Enquiry About Results Procedure

1. If a candidate wishes to query a result, they must do so as a matter of urgency. Awarding Bodies set very strict deadlines for any enquiries. These deadlines and associated costs will be published on results days.
2. Any query should first be discussed with the appropriate Head of Curriculum.
3. The following Enquiries about Results (EAR's) are available:

Service 1 – Re-check of all clerical procedures leading to a result Service 2 – Post-results review of the original marking to ensure the agreed mark scheme has been applied correctly Priority Service 2 – review completed within 18 calendar days (only available for A level results if the candidates place in further/higher education is dependent on the outcome) Service 3 – Post-results review of moderation to ensure the assessment criteria has been fairly, reliably and consistently applied

4. The following Access to Scripts (ATS) options are available:

A photocopy of scripts after Service 1 or service 2 has occurred

A level students will be able to apply for a photocopy of a script prior to lodging an EAR. A copy of a script cannot be requested if a candidate wishes to proceed with Priority Service 2.

Original scripts can be returned

5. The Examinations Office should be approached by either the teacher or student to submit the enquiry or ATS request.
6. For all EAR's the candidate must complete Appendix A from the JCQ instructions on Post Results Services. This confirms that the candidate understands that the remark may result in the original mark being lowered as well as raised.
7. If the School is to query the results then the appropriate form should be completed confirming who will pay for the remark. The Headteachers signature will be required.
8. If the student is to query the result then appropriate payment, in the form of a cheque, must be provided to the Examinations Officer, before the enquiry can be submitted. The cheque will be held securely by the Examinations Officer until the enquiry has been finalised. If the EAR results in the original overall certification grade remaining unchanged then a charge will apply and the candidates' fee will be cashed. If the original certification is amended then there will be no charge and the fee will be returned to the student.
9. Any Service 3 EAR's should be requested by the teacher using the appropriate paperwork from the Examinations Officer. No candidates consent is required.
10. The outcome of the EAR will be communicated to the original requestor.

Appendix B

Cumbria Academy for Autism Exam Contingency Plan

The Exam Contingency Plan Purpose

In case of localised disruption to the Cumbria Academy for Autism or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all Awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils.

Included in this document are those contingencies that are likely to affect Cumbria Academy for Autism and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations. The advice in such cases is to contact the School at the earliest opportunity by telephone number 01900 517632 and to contact the Examinations Officer by e-mail at j.hedley@cumbriaacademyforautism.org.uk

This document should be read in conjunction with the relevant sections of the schools website dealing with weather updates and bad weather procedures. The term 'Centre' in this policy refers to Cumbria Academy for Autism, location at Lillyhall, Cumbria, CA14 4SS

1. Disruption of teaching time – Centre is closed for an extended period

Centre is closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

- Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of the Centre to prepare students, as usual, for examinations.
- In the case of modular courses, Centre may advise candidates to sit examinations in an alternative series
- Centre should have plans in place to facilitate alternative methods of learning.

2. Disruption in the distribution of examination papers

If disruption to the distribution of examination papers to the Centre in advance of examinations occurs:

- Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis

Centre remains open if candidates are unable to attend examination Centre to take examinations as normal.

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding organisations.
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by their Centre not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

4. Centre is unable to open as normal during the examination period

Centre unable to open as normal for scheduled examinations

- A centre which is unable to open as normal for examinations must inform each Awarding organisation with details of which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Head of Centre. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant Awarding organisations (e.g. share facilities with other Centres (e.g. local schools).
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

5. Disruption to the transportation of completed examination papers

Delay in normal arrangements for the return of completed examination scripts.

- In the first instance Centre to seek advice from Awarding organisations.
- Centre to ensure secure storage of completed examination papers until collection.

6. Assessment evidence is not available to be marked

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

7. Exams Officer is unable to fulfil role

Exams Officer is unable to come to work due to illness, injury or other crisis.

- Head is able to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.

Appendix C

Cumbria Academy for Autism

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.