

ST. ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS



EXAMS POLICY

Statutory

Summer 2024

Next Review: Summer 2025

Resources & Personnel Committee and One Site & Premises Committee

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Mission Statement

St. Anne's Catholic High School for Girls will offer a positive presence in Enfield with a comprehensive curriculum equipping students with the ability to meet the challenges of the 21st Century confidently and with high spiritual and moral standards.

We recognise that students, parents, staff and governors make up the school's community which will continually self-evaluate to improve itself effectively and efficiently in all aspects of its growth.

'Act justly, love tenderly, walk humbly with your God.'

THE EXAM POLICY

The Policy Purpose

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

Exam responsibilities

Head of Centre – Headteacher

The Headteacher retains overall responsibility for the School as an exam centre and is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and Awarding Body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Day-to-day management of the School as an exam centre is delegated to the Exams Officer through the School's management structure.

Exams Officer

Manages the administration of public and internal exams:

- 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](#)
- 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
- Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
- Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place

- (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
- Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches Awarding Body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of PPE's
- Advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework and controlled assessments are 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.
- Liaises with the SENDCo to administer access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exam invigilators, organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment/coursework marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Associate Headteacher (line manager to Exams Officer)

- Organises teaching and learning.
- Manages external validation of courses followed at Key Stage 4/Post-16.
- Exams & Data

Teachers are responsible for:

- Identification of specification and exam entry codes.

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names for entry.
- Submission of entry data as required by Awarding Bodies in line with stated schedules.

The SENDCo is responsible for:

- Identification and testing of candidates who may require access arrangements.
- Provision of additional support to help candidates achieve their course aims.
- Applications for Access Arrangements

Lead Invigilator/Invigilators are responsible for:

- 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 their return to the Exams Office.
- Assisting the Exams Office to confirm that the correct Exam Paper package is being opened at the start of each exam session within the allowed timeframe and the name of the Invigilator noted on the main timetable.
- Each exam session, One invigilator to sign and date the Main seating plan to confirm the details: date/time/venue/pupils present/exams sat.

Candidates are responsible for:

- Confirmation of entries.
- Understanding controlled assessment/coursework regulations and signing a declaration that authenticates the work as their own.

QUALIFICATIONS

Qualifications offered

- The Senior Leadership Team decides the qualifications offered at this centre.
- The qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals, Functional Skills.
- 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 academic year, the Exams Office must be informed by 30th September.
- Informing the Exams Office of changes to a syllabus is the responsibility of the subject leaders.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidate, Parents/Carers, SENDCo, Achievement Leader; Subject teachers and Associate Headteacher.

EXAM SERIES AND TIMETABLES

Exam seasons

- Internal exams and assessments are scheduled in November, December, February, March, April & July.
- External exams and assessments are scheduled in October, November, January, May and June.
- Internal exams are held under external exam conditions.
- The Senior Leadership Team decides whether internal exam series are held in the centre.
- On-demand tests are to be scheduled in agreement with the Exams Officer.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for PPE's (Internal exams) and External exams.

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

- Departments select candidates for their exam entries.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal; the final decision will be made in consultation with the Subject Leader and Associate Headteacher.
- The Centre may accept entries from former candidates only. The Centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Subject Leaders via Email.
- Late entries are authorised by Subject Leaders and the Exam Officer.
- GCSE retakes are allowed for English and Maths, for students remaining in the Sixth Form at St. Anne's.
- A2 retakes are allowed.
- Retake decisions will be made in consultation with Candidates, Departments, Head of Sixth Form and Exams Officer.

EXAM FEES

- Candidates or departments will not be charged for changes of tier, withdrawals etc. made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- The School pays the first entry fee.
- The Director of Finance & Resources will determine whether late entry or amendment fees will be charged to Departments.
- Fee reimbursements may be sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by students unless determined otherwise by the Head of Sixth Form.

DISABILITY DISCRIMINATION ACT

Disability Discrimination Act

All exam centre staff must ensure that the centre meets the requirements of the Equality Act (2010), Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.'

The Centre will meet the requirements of the DDA by ensuring that the Exams Centre is accessible and will make reasonable adjustments. This is the responsibility of the Head of Centre.

Access arrangements

- The SENDCo 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 SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.
- The SENDCo determines a candidate's access arrangements requirement.
- Making access arrangements for candidates to take exams is the responsibility of the SENDCo and the Exams Officer will apply for any Special Considerations.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.
- The SENDCo will arrange suitable rooming for access arrangement candidates with the Exams Officer and the colleagues responsible for room changes.
- Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Exams Officer.

Contingency planning

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

MANAGING INVIGILATORS

Managing invigilators

- Invigilation Team is used to invigilate examinations and support the Exams Office.
- Invigilators are used for all external exams and internal exams.
- Recruitment of invigilators is the responsibility of the Exams Officer and Personnel Officer.
- The Personnel Officer will ensure that all checks are completed.

- Invigilators are required to attend Child Protection Training and receive Certificates of Attendance.
- Invigilators are timetabled and briefed by the Exams Officer.
- Invigilators are paid at least the market rate as determined by the Headteacher.

Malpractice

The Exams Officer is responsible for investigating suspected malpractice in consultation with the School Business Leader (SBL). Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation. As required by an Awarding Body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication: **Suspected Malpractice - Policies and Procedures** and provides such information and advice as the Awarding Body may reasonably require.

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 Invigilators.
- The Premises Manager is responsible for setting up the allocated rooms.
- The Exams Officer/Member of SLT/ or Lead Invigilator will start all exams in accordance with JCQ guidelines.
- A relevant subject teacher may be available during Internal Exams only to read out any subject-specific instructions in the Hall prior to students entering the exam room.
- Achievement Leaders are present at the start of the exam to identify candidates.
- Each student has an individual exam card with their photograph and exam details in each exam.
- External/private candidates must provide photographic proof of their identity.
- In practical exams, subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to Subject Leaders the day after the exam session.

CANDIDATES

Candidates

- The Centre's published rules on acceptable dress, behaviour and candidates use of mobile phones and other electronic devices apply at all times.
- Candidates and their belongings may be scanned to ensure all electronic devices are handed in.
- 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 are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. A member of staff must accompany them at all times.
- The Exams Officer is responsible for dealing with late or absent candidates on the exam day or subsequently.

Clashes

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

Special Consideration

Should a Candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the Candidate's responsibility to alert the Centre, the Exams Officer, or an Exam Invigilator, to that effect.

The Candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing 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.

INTERNAL ASSESSMENTS AND APPEALS

Internal assessment of Work for External Qualifications

It is the duty of Subject Leaders to ensure that all internal assessments are ready for despatch at the correct time. The Exams Office will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Subject Leaders provide marks for all internally assessed work and estimated grades to the Exams Office.

Appeals against internal assessments must be notified within two weeks of the final paper of the relevant subject.

Appeals against Internal Assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Office.

CONTROLLED ASSESSMENTS

Teachers' Responsibilities

- To be familiar with and adhere to the general guidelines contained in the JCQ regulations Instructions for Controlled Assessments.

- To be familiar with and adhere to the specific instructions for conducting controlled assessments contained in the Awarding Body regulations, specifications and websites for each specific subject. This includes adhering to the stated level of security for each stage of the controlled assessment process.
- To supply to the Exams Officer details of all assessments (controlled assessments and written examinations) and the specification codes, certification codes and assessment details, deadlines and specific requests at the start of the academic year.
- To obtain from the Exams Officer confidential passwords, material and tasks as set by the awarding bodies in sufficient time to prepare for the assessments.
- To ensure that the appropriate tasks are used from those available for the academic year and subject entry.
- To supervise to the correct standard all assessments for which they are responsible, undertaking such tasks as the regulations require and permitting only such assistance as the specifications allow.
- To ensure that students maintain a School Planner detailing time spent on the assessment, and to comment as such in a diary.
- To ensure that authentication forms are signed by students and supervising teachers on completion of the assessment.
- To mark such assessments according to the mark schemes provided by the awarding bodies and submit the marks through the Exams Officer to the awarding bodies when required, retaining a copy of the marks awarded.
- To retain the work of candidates securely at all times between assessment sessions and after the work has been completed until any date set by the awarding bodies for the release of material.
- To request from the SENDCo any assistance required for the administration or management of access arrangements.
- To conduct the controlled assessment at an appropriate time of the year, under the stated secure conditions, in normal curriculum time.
- To request from the Exam Officer any additional invigilators or accommodation required for conducting controlled assessments in the event of certain assessments being defined as 'examinations' rather than 'tests and assessments in class during normal teaching time'.

Exams Officer Responsibility

- To enter all units whether for controlled assessments or written exams before the Awarding Body deadline
- To be responsible for the receipt, safe storage and safe transmission of all confidential materials for conducting controlled assessments, whether that be downloaded electronically, CDs or hard copy.
- To ensure that examination papers and other materials that must be securely held to ensure that they are placed immediately into the Secure Examination Store.
- To download, create or distribute marksheets for the use of teaching staff and to collect and send such marksheets to the Awarding Bodies before any deadlines.
- To create, publish and keep up to date an Internal Appeals Policy covering controlled assessments.
- To accompany the JCQ Inspector throughout the annual visit.

SENDCo Responsibilities

- To apply on-line for any access arrangements relating to controlled assessments.
- To provide support staff as and when requested by teaching staff.

Senior Leadership Team (SLT) responsibilities

- To oversee the safe and secure conduct of controlled assessment and ensure that they adhere to both the JCQ general guidelines and the Awarding Body specific instructions.
- To co-ordinate the dates of Internal Exam Series (PPE's) in liaison with subject leaders so that these dates are fixed by the start of the academic year.
- To resolve any clashes or problems arising over the timing or operation of controlled assessments.
- To resolve any issues arising from the need for particular facilities (rooms, ICT, time out of school, activities etc.).

Associate Headteacher

To map overall requirements for the year, ensuring that there are no clashes with traditional exams and that there are sufficient facilities available at the times required, and that all staff involved have a calendar of events.

NATIONAL CENTRE NUMBER REGISTER (NCNR)

Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the Centre.

Ensures the National Centre Number Register annual update is responded to by the end of October.

Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.

Understands that this responsibility cannot be delegated to a member of the Senior Leadership Team or the Exams Officer, and acknowledges 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

and ultimately, awarding bodies could withdraw their approval of the centre.

RESULTS

Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses.

The Exams Officer arranges for the Centre to be open on results days.

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

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense.

A candidate may apply to have an enquiry carried out. If a candidate requires this they will be charged.

Appeals against External Assessment Marks

Where a candidate is unhappy with the mark awarded for a particular exam unit, a clerical check or re-mark may be requested via the Exams Office within the time frame set by the Awarding Body. The candidate will be required to sign to acknowledge that their grade may be confirmed, raised or lowered. The candidate will be responsible for paying the relevant fee at the time of the request, unless the Headteacher determines otherwise. The decision as to whether to support such an enquiry will be made by the Head of Centre on the basis of several factors including knowledge of the exam system and professional judgement.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within the Awarding Body deadline.

Centre staff may also request scripts for investigation or for teaching purposes.

For all requests for scripts the written consent of candidates must be obtained.

Re-view of marking cannot be applied for once a script has been returned.

CERTIFICATES

Certificates

Certificates will be collected by Candidates.

Certificates can be collected on behalf of a candidate by third parties, if a letter of authorisation is presented naming the person collecting the Certificate.

Certificates may be withheld from candidates who owe fees.

The Centre retains certificates for one year from the date of the delivery of the certificates to the Centre by the Awarding Body.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

SECURE DELIVERY AND STORAGE

Following advice from JCQ all secure examination materials must be signed for on delivery by a member of the Reception Team or Premises Team. A login sheet must be kept. All secure materials must then be placed in the Secure Store without delay and the Exams Officer informed of such.

Links with other policies

This policy links to the following policies:

- Appeals against Internal Assessments

Modification history

Version	Date	Description	Revision Author
0.1	Autumn 2020		J Hunt
0.2	Autumn 2021		J Hunt
0.3	Summer 2022		J Hunt
0.4	Summer 2023		J Hunt
0.5	Summer 2024		E Hewitt