

Lydiard Park Academy Exam Policy

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The 11-18 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.

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Head of centre, Senior leadership team, Exams officer and Governors.

Exam responsibilities

Having overall responsibility for the school as an exam centre, the head of centre:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - Suspected malpractice in examinations and assessments.

Exams officer

Manages the administration of public and internal exams

- 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 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 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
- administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 15/16.

- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department/school/curriculum.

The Sen Coordinator SENCo is responsible for:

- 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.

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.

Candidates are responsible for:

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

Contingency Planning

In the event of the Exams Officer being absent during a critical stage of the examination cycle the exams administration is the responsibility of the Head of Centre and the Senior Leadership Team.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Head of centre, Heads of faculty and Senior leadership team.

The qualifications offered are A level, AS Level, GCSE, Entry level and BTECs.

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 specification from the previous year, the exams office must be informed by 01/09/2015.

Informing the exams office of changes to a specification is the responsibility of the Heads of faculty and Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, SENCo, Subject teachers, Head of key stage, Head of subject and Deputy Head.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in December, February and June.

External exams and assessments are scheduled in November, May and June.

Years 7 - 8 are in classes, internal exams held under external exam conditions.

On-demand assessments can be scheduled only in windows agreed between the exams officer and the senior leadership team is the policy for offering on-demand testing.

Entries, entry details and late entries

Entries, entry details and late entries

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study Reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by the Heads of faculty, Heads of department and Subject teachers.

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

The centre accepts entries from external candidates from members of staff only.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department via Email.

Late entries are authorised by Heads of faculty.

GCSE/ AS/ A level retakes are allowed.

Re-sit decisions will be made in consultation with Candidates, Subject teachers, Exams officer , Deputy Principal, Heads of department and Heads of faculty.

Exam fees

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.

GCSE entry exam fees are paid by the Centre.

Exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are 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 the Other (parent/ carer).

Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the 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.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and Exams officer.

Access arrangements

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

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams officer.

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

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

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

Handwriting and Word Processor

The Academy recognises that for some students with specific learning differences a laptop may be the most appropriate method of organising and presenting their work. Pupils are allowed to use a laptop in school as their normal, routine way of working where a need has been established and its use is recommended by the school SENCO.

Use of a Laptop/ tablet

Pupils are allowed to use a laptop in school as their routine, normal way of working under the following conditions:

- A need for use has been established and is recommended by the academy SENCO.
- The pupil has been using the laptop as her/his routine way of working in any subject where she/he wishes to use a word processor (WP) in an examination and has had specific practice and rehearsal in the use of a WP under examination conditions.
- Evidence of illegible handwriting from a variety of subjects has been supplied to the Exams Officer.

Whilst the Academy accedes to JCQ's recommendation (section 5.8 in the Joint Council for Qualification booklet on Access Arrangements 2013/2014), the complexities outlined above mean this it will be unrealistic. Not in the best interest of the majority of our pupils to use a WP in an examination unless they have been using it as their routine, normal method of working throughout their examination years (e.g. Years 10 and 11 if they wish to use it for their GCSE examinations.)

Use of Word Processors in Public Examinations

The Joint Council for Qualification's recommendation for the use of word processors in examinations (section 5.8 or the 2013/14 booklet) and be viewed within the context of the Academy's position on Word Processor use for Years 7-13.

- Where a pupil is authorised to use a WP as their normal way of working as per Academy policy and therefore may use it in examinations, the Examinations Officer will make contact with the candidate to arrange in which specific examinations they wish to use a word processor.
- Only the relevant software applications will be available: spell-check, grammar check and the thesaurus will be set to off. There will be instructions informing candidates how to set up documents with all the relevant personal details. The word processor will be set to save automatically every five minutes, but we suggest saving at regular intervals in addition to this.
- At the end of the examination, the candidate will be required to remain in the room while their work is printed. The student would be required to authenticate the relevant hard copy.
- Opportunities to rehearse the use of a WP are available in the period leading up to the public examinations, for example in mock examinations or during controlled assessment. Without this practice, it is unlikely to be in the best interest of the pupil to use the WP in an examination and a transcript may be a better option for a pupil with illegible handwriting. This would be arranged with the Academy SENCO.

Contingency planning

Contingency planning for exams administration is the responsibility of the Senior leadership team.

Private candidates

Managing private candidates is the responsibility of the Exams officer.

Estimated grades

Estimated grades

Heads of faculty and Heads of subject is responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Managing invigilators

Managing invigilators

Support staff and External staff are used to invigilate examinations. Observations of invigilators are carried out by the Exams Officer throughout the exam period.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Exams office and Centre administration.

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

DBS 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.

Malpractice

The Exams office is responsible for investigating suspected malpractice.

Therefore please refer to the Malpractice policy.

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 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 or sections 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 or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

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' 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.

No. Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

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

For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams officer.

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 the 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 replaces the largely discontinued term coursework

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

Marks and appeals

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of subject and Heads of faculty.

Appeals against internal assessments must be made by the 30/09/2016.

Appeals against internal assessments

Please see Appendix A at the end of this Policy

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, candidates to provide self addressed envelope. Lydiard Park Academy will not post these results without a self addressed envelope provided by the student.

Arrangements for the centre to be open on results days are made by the Exams officer.

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 candidates 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 re-mark at the centre's expense. The

appeal process starts with a teacher requesting an EAR to the HOD, then approved by the head teacher.

When an EAR is requested by teaching staff, the parent and the candidate is notified by letter of the appeal being requested. The centre is responsible of the payment of this appeal.

When the centre does not support a candidate's or parent's request for an EAR, the candidate will apply in writing to the Exams Officer to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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.

Certificates

Certificates

Certificates are Presented in person and Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains certificates for five years, after five years they are shredded. A list of names of students who have had certificates shredded is kept on file.

Head of centre

Exams officer

Clive Zimmerman

Corinne Hunter

Date

20/10/2015

The policy is next due for review on 20/10/2016

Appendix A;

THE LYDIARD PARK ACADEMY POLICY FOR ASSESSMENT DECISIONS AT GCSE, VOCATIONAL, AS AND A LEVEL

The school policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; CCEA and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Internal Assessment

Under section 2, paragraph 19, subsection IX of the Joint Council Code of Practice, the Awarding Bodies require school centre offering their examinations to:

1. have a published appeals procedure relating to internal assessment decisions;
2. make this document available and accessible to candidates.

The Awarding Body will moderate the assessed controlled assessment/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

1. work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council;
2. at the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of controlled assessment and the school's deadlines for submission. Information about the school's appeals procedure, together with this document, will be given at the same time;
3. within each department, candidates are given adequate and appropriate time to produce the controlled assessment;
4. internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;

5. the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
6. the staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.

Internal Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.
2. The appeal must be made in writing to the School's Examinations Officer by 31 May of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
3. The Headteacher will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel.
4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.
7. Should the learner not be happy with the outcome of the appeal, the exam body/ bodies can be contacted by the learner.

GCSE Controlled Assessment Procedure at Lydiard Park Academy

1. Controlled Assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCSE Controlled Assessment Regulations.
3. Irregularities in controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Controlled Assessment must be handed in by the agreed published departmental deadline. Each department will inform the candidates of these dates.
6. All students are given the same and sufficient time to complete the assessment.
7. Students are given clear instructions as to the time and place for handing in the assessment.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in. Teachers will issue a receipt for the coursework.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to school, the Head of Year must be contacted by phone on the deadline day for advice.
11. If the controlled assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

12. Normally there will be no extension of a controlled assessment deadline if a student is absent for a day or two during the period that the coursework is being completed.
13. If there are any special circumstances e.g. a school exchange, play rehearsals or a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Year. A note will be given to the HoD and parents to confirm the extension.

Controlled Assessment Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing by 31 May of the year that the work was assessed to

[Miss C Hunter]
The Examinations Officer

4. Lydiard Park Academy Appeals Procedure is available for inspection.

[C M Hunter]
EXAMINATIONS OFFICER
[October 2015]