



**Pontypridd High School**

# **Exams Policy**

*'Learning and achieving together'*  
*'Dysgu a chyflawni gyda'n gilydd'*

## Exams Policy

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Member of staff responsible:	Exams Officer
Committee Responsible:	Standards

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## **Introduction**

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the deputy head, senior management team, exams officer and the governors.

# **1. Exam responsibilities**

## **1.1 Head of centre**

Overall responsibility for the school/college as an exam centre:

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

## **1.2 Exams office manager / exams officer**

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

- advises the senior management team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- 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 Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the SMT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- 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 SMT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

### **1.3 Deputy head**

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

### **1.4 Heads of Faculty**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Head of careers
- Guidance and careers information.

### **1.5 Teachers**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

### **1.6 ALNCO**

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Senior invigilator/invigilators
- 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.

### **1.7 Candidates**

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

### **1.8 Administration Staff**

- Support for the input of data.
- Posting of exam papers.

## **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the head of centre, heads of curriculum and the senior management team.

The statutory tests and qualifications offered are GCSE, A levels, Essential/Key skills, BTEC and Welsh Baccalaureate

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 30/06/2019.

### **2.1 At key stage 3**

All candidates will take English, mathematics and science. All candidates will also undertake NFER Literacy and Numeracy tests. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, head of key stage and the deputy head.

### **2.2 At key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

### **2.3 At post-16**

It is expected that AS modules will be completed during year 12 and A2 modules during Year 13.

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

Internal exams are scheduled in December and February.

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

All internal exams are held under external exam conditions.

#### **3.2 Timetables**

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

### **4. Entries, entry details, late entries and retakes**

#### **4.1 Entries**

Candidates are selected for their exam entries by the heads of department and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

The centre accepts entries from former candidates only.

#### **4.2 Late entries**

Entry deadlines are circulated to heads of department via noticeboard and intranet.

Late entries are authorised by head of senior school, heads of department, exams officer and deputy head.

#### **4.3 Retakes**

Candidates are allowed one retake at GCSE.

Candidates are allowed one retake at AS.

Retake decisions will be made in consultation with the candidates, subject teachers, exams officer, deputy head and the heads of department.

(See also section 5: Exam fees)

## **5. Exam fees**

GCSE registration and entry exam fees are paid by the centre.

AS initial registration and entry exam fees are paid by the centre.

A2 initial registration and entry exam fees are paid by the centre.  
Welsh Baccalaureate fees are paid by the centre.

Late entry or amendment fees are paid by the departments/candidates.

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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary controlled assessment/NEA requirements.

Retake fees for any AS/A2 retake and any subsequent retakes are paid for by the candidate. Candidates must pay the fee before being entered.  
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.  
(See also section 11.2: Enquiries about results [EARs])



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

The Equality Act 2010 extends the application of the act to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **6.1 *Special needs***

A candidate's special needs requirements are determined by the ALNCO and the educational psychologist / specialist teacher.

The ALNCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **6.2 *Access arrangements***

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

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

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

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

## **8. Managing invigilators and exam days**

### **8.1 *Managing invigilators***

External invigilators will be used for exam supervision. They will be used for all exams.

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

Securing the necessary Disclosures and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams office.

DBS fees for securing such clearance are paid by the authority.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the education authority.

### **8.2 *Exam days***

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The senior invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty 24 hours after the end of the examination.

## **9. Candidates, clash candidates and special consideration**

### **9.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

### **9.2 Clash candidates**

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

### **9.3 Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## **10. Non-examination assessments/Coursework/Controlled Assessment and appeals against internal assessments**

### ***10.1 Non-examination assessments/Coursework/Controlled Assessment***

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

Heads of department will ensure all assessments are ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers, and the heads of department.

### ***10.2 Appeals against internal assessments***

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office, and is also published on the school website.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework/controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## **11. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

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

### **11.2 EARs**

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

A candidate may apply to have an enquiry carried out. If a candidate requires then they will be charged the appropriate fee.  
(See section 5: Exam fees)

### **11.3 ATS**

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

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 candidate's expense.

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

GCSE re-marks cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates are collected and signed for.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for one year, after which time they are destroyed.