

The Leigh Academy

The Leigh Academy Examination Policy



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Rationale

The purpose of this Examinations policy is firstly to ensure the planning and management of Examinations is conducted efficiently and in the best interest of candidates.

Secondly to ensure the operation of an efficient Examinations system with clear guidelines for all relevant staff.

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

This Examinations Policy will be reviewed annually.

This Examinations Policy will be reviewed by the Senior Leadership Team and the Examinations Officer.

1. Examination Responsibilities

The Head of Centre/Principal has overall responsibility for The Academy as an Examinations Centre and will advise on appeals and re-marks.

The Head of Centre is responsible for reporting all suspicions and incidents of malpractice. Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

The Examinations Officer manages the administration of public and internal Examinations and collection and distribution of Examination results by:

- Advising the Senior Leadership Team, subject teachers and Directors of Learning and relevant support staff on annual examination timetables and application procedures as set by the various Awarding Bodies.
- Communicating regularly with staff concerning imminent examination deadlines and events.
- Ensuring that candidates and their parents are informed of and understand those aspects of the examination timetable and examination processes that affect them.
- Consulting with teaching staff to ensure that necessary coursework / controlled assessment is completed on time and in accordance with JCQ guidelines.
- Providing and confirming detailed data on estimated entries.
- Receiving, checks and stores securely all examination papers and completed scripts.
- Administrating 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*.
- Identifying and managing examination timetable clashes.
- Monitoring income and expenditure relating to all examination costs.
- Line managing and organising the recruitment of examinations Invigilators.

- Preparing and presenting spreadsheets to the SLT showing results achieved.
- Submitting candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the Awarding Bodies correctly and by deadline.
- Arranging for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintaining systems and processes to support the timely entry of candidates for their examinations.
- Ensuring controlled assessment procedures are followed in subject areas as required by the Awarding Body.

Vice Principals are responsible for:

- External validation of courses followed at Key Stage 4 & Key Stage 5.
- Oversee Controlled Assessment Policy.

Directors of Learning are responsible for the:

- Guidance and pastoral oversight of candidates who are unsure about examination 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 Examinations officer.

Teachers are responsible for:

- Submission of candidate names to Directors of Learning, in their subject for examination entries, course registrations.
- Checking of examination entries submitted to the Examinations Office for submission to Awarding Bodies.

SENCO/Teacher i/c of Access Arrangements/Head of HIU is responsible for the:

- 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.
- In conjunction with the examination officer provide training and guidance for staff on Access Arrangements guidelines and requirements during an examination.

Lead Invigilator/Invigilators are responsible for the:

- Collection of examination papers and other material from the Examinations Office/examination store before the start of the examination.
- Distribution and collection of all examination papers in the correct order at the end of the Examination and their return to the Examinations Office.
- Setting up of the Examination room according to JCQ guidelines, ensure correct posters are displayed, candidate cards are set up according to seating plan.
- Check and mark register in the Examination room of all candidates, ensure all absences are recorded.

Candidates are responsible for:

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

Administrative staff are responsible for the:

- Supporting for the input of data.
- Posting of examination papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSEs, GCEs, Cambridge Nationals, BTEC, IFS, IPRO, iMedia, DiDA and CiSCO.

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 examinations office must be informed by 01/09/2012.

Key Stage 4

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

Post 16

It is expected that Level 3 courses will be completed during Year 12 and Year 13.

3. Examination Seasons and Timetables

3.1 Examination seasons

Internal examinations are scheduled appropriately in the academic calendar.

External examinations are scheduled in November and June.

IFS examinations are scheduled by the Business Studies Learning Area.

Examination entries and series are decided by the Heads of Subject, Directors of Learning and the Senior Leadership Team.

3.2 Timetables

The Examinations Officer will circulate the examination timetables for both external and internal examinations once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their examination entries by the Subject Leaders, Directors of Learning and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal but may be liable for cost of entry or changes made.

The centre accepts external entries for former candidates who have left within the previous academic year and/or members of staff only.

4.2 Late entries

Entry deadlines are circulated to Directors of Learning via email, memo and the Examinations information pack.

Late entries are authorised by College Principal, Directors of Learning and the Examinations Officer.

Late entries which are due to a Learning Area error will be charged to the Learning Area responsible

4.3 Retakes

GCSE - Candidates will be permitted to retake a GCSE Examination for the following:

- If they have yet to achieve their target grade
- they have achieved their target grade and parents have agreed in writing to pay for the additional entry.
- at the discretion of the College Principal

AS/A2 Level - Candidates are allowed to retake subjects in AS and A2 Level but must pay the costs involved

Retake decisions will be made in consultation with the candidates, Subject Teachers, Examinations Officer and the Directors of Learning.

Final decisions do however lie with the College Principal.

(See also section 5: Examination fees)

5. Examination Fees

All course and qualification initial registration and entry Examination fees are paid by the Academy.

Late entry or amendment fees after the deadline are paid by the Learning Area. Candidates or Learning Area 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 may be sought from candidates who fail to sit an Examination or do not meet the necessary coursework requirements.

A standard contribution towards the cost of retake fees for first and any subsequent P16 retakes are paid by the candidates. At KS4 retakes for Maths and English if candidate is yet to achieve their target grade will be paid by the centre. (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 or should the enquiry be requested by the parent.

(See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All Examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO and the Educational Psychologist / Specialist Teacher.

The SENCO will inform Subject Teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that Examination. The SENCO can then inform individual staff of any special arrangements that candidates may be granted both during the course including mock examinations and controlled assessments and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer. These arrangements should reflect the candidate's normal way of working.

Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the SENCO and the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

7. Estimated grades

The Directors of Learning will submit estimated grades to the Examinations Officer when requested, and to do so by the deadline provided.

8. Managing Invigilators and Examination Days

8.1 Managing invigilators

External invigilators will be used for examination supervision.

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure and Barring Service List 99 clearance for new invigilators is the responsibility of the Centre Administration.

DBS fees for securing such clearance are paid by The Academy.

Invigilators are timetabled and briefed by the Examinations Office.

Invigilators' rates of pay are set by the Examinations Office.

8.2 Examination days

The Examinations Officer will book all examination rooms after liaison with staff and Cover Manager and make the question papers, other examination stationery and materials available for the Invigilator.

Site management is responsible for setting up the allocated rooms.

Wherever possible, the Examinations Officer will start all examinations in accordance with JCQ guidelines. Invigilators will take responsibility at other times.

A nominated representative from the Learning Area will be present at the start of the examination to assist with identification of candidates and follow up any absentees.

Examination papers must not be read by teachers or removed from the examination room before the end of a session. Papers will be distributed to Directors of Learning 24 hours after the Examination has taken place.

9. Candidates, clash candidates and special consideration

9.1 Candidates

The Academy's published rules on uniform and behaviour will be applied at all times.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Directors of Learning/Teachers/Vice Principals will attempt to contact any candidate who is not present before the start of an examination and the Examinations Officer will deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The Examinations Officer is responsible for organising adequate supervision in an appropriate venue.

9.3 Special consideration

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

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

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

10. Coursework and Controlled Assessment Appeals against Internal Assessments

10.1 Coursework

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

Directors of Learning will ensure all coursework is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Examinations Office by the Subject Teachers, and Directors of Learning.

10.2 Appeals against internal assessments

The Academy provides a detailed procedure policy available at the Examinations Office and is updated by the Examinations Officer.

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 actual mark or grade awarded
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing to the Examinations Officer or College Principal who will decide whether the process used conformed to the necessary requirements
- The outcome of the appeal and findings will be notified in writing, and recorded for awarding body inspection.
- Controlled Assessment appeals will be conducted in the same format as coursework appeals and the procedure used to conduct Controlled Assessments depending on the level of security required by the Awarding Bodies, ie. Low, Medium or High is adhered to will be investigated as part of the appeal investigation.

11. Results, Enquiries about results (EARs) and Access to scripts

(ATS)

11.1 Results

Results slips will be made available for candidates to collect in person from The Academy either on results day or at an agreed appointed time.

Results can be posted to candidates providing a stamped addressed envelope is provided before results day.

Arrangements for the school to be open on results days are made by the Senior Leadership Team.

The provision of staff on results days is the responsibility of the Senior Leadership Team.

The Academy certifies at the end of Year 12 and Year 13 for AS and A Level grades.

11.2 EARs

Enquiries About Results may be requested by Academy staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an enquiry about results, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be required to pay the enquiry about results fee.

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 Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The Learning Area will pay the cost of this service.

GCSE/GCE re-marks cannot be applied for once an original script has been returned.

12. Certificates

Certificates are presented in person and 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.

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