

EXAM POLICY.

Purpose of the Policy

Stony Dean School is committed to ensuring that the exam management and administration processes run effectively and efficiently.

In this Policy “The Centre” referred is Stony Dean School.

This exam policy will ensure that:

- All aspects of the centre’s exam process are documented, supporting the exams contingency plan, and other relevant exam-related policies and procedures.
- All centre staff involved in the exam process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to The Joint Council for Qualifications (JCQ) and awarding body regulations, guidance and instructions thus maintaining the integrity and security of the exam/assessment system at all times.
- Exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

Roles and responsibilities

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications.
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Ensures the Exams Officer receives appropriate support from relevant centre staff and training in order to facilitate the effective delivery of exams and assessments within the centre.
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCO)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exam process.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer
- Access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders.

Exams Officer

- Understands the contents of annually updated JCQ publications including: General regulations for approved centres, Instructions for conducting examinations, Suspected malpractice in examinations and assessments
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensures key tasks are undertaken and key dates and deadlines are met
- Trains and organises a team of invigilators and keeps a record of the content of training provided.
- Supports the Head of Centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries

Senior Leadership Team (SLT)

- Are familiar with the contents of the annually updated JCQ publications.

Special Educational Needs Co-ordinator (SENCO)

- Is familiar with the contents of the annually updated JCQ publications including Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process.

Head of Department

- Ensures teaching staff undertake key tasks, within the exams process and meet internal deadlines set by the Exams Officer and SENCO.
- Ensures teaching staff keep themselves updated with awarding body subject and teacher specific information to confirm effective delivery of qualifications.

Teaching staff

- Undertake key tasks within the exam process and meet internal deadlines set by the Exams Officer and SENCO.
- Keep updated with teacher-specific information to confirm effective delivery of qualifications.

Reception Staff

- Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

Site Staff

- Support the Exams Officer in relevant matters relating to exam rooms and resources.

The Exam Cycle.

It is the responsibility of the Heads of Departments to:

- Annually check the current viability and any altered requirements of their courses.
- Organise teaching and learning relevant to the published specifications so students can access exams.
- To inform the Exams Officer of any changes in examination boards or courses offered before the beginning of the academic year.
- Ensure accurate completion of coursework/controlled assessment mark sheets and declaration sheets.

SEN Provision for Examinations

It is the responsibility of the SENCO to produce an 'Access Arrangements in Examinations' spreadsheet, giving details of:

- Students requiring access arrangements and details of their normal way of working.

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Officer. Submitting completed access arrangements to the awarding bodies is the responsibility of the SENCO, who will inform the Exams Officer upon successful completion of the task. Rooming for access arrangements will be arranged by the Assistant Headteacher and the Exams Officer.

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 Examinations Officer to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the examination. The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

General

The Exams Officer together with SLT and SENCO is responsible for the organisation and conduct of all external exams.

Final confirmation of entry numbers and levels will be made with the Heads of Departments by the Exams Officer.

All exam papers will be counted and signed in by the Exam Officer then locked away.

All exams will be conducted according to the rules laid down by exam boards and within the start and finish times determined by the board.

Any misconduct or irregularity must be reported to the Exams Officer as soon as possible, who will then inform the exam board concerned

The Exams Officer will collect in all exam papers at the end of any exam, and place in relevant bags then seal for collection.

Students will not be allowed to leave an exam until their exam paper has been picked up and secured by an invigilator.

Exam Information.

Individual timetables and exam procedures booklets will be issued to all students and their parents/guardians, indicating which subjects they are to be entered for, and at which level.

Exam Conduct

Strict behaviour guidelines will be issued for all exams and will spell out penalties for failure to adhere to the guidelines. It will also be made clear that bags, mobile phones and watches are not allowed in the exam room.

Uniform & Equipment

Any equipment brought into the Examination Room must be clearly displayed on the desk. Equipment and calculators are provided by the Centre although students may bring their own if contained in a clear pencil case. Water bottles with no labels are allowed provided they have a non-spill top. Uniform must be worn up to Year 11.

Punctuality

Punctuality at exams is essential. Morning exams begin at 9.30am, afternoon sessions at 1.30pm (unless previously informed of a change of start time). All lateness must be reported to the relevant exam board via the official forms. The Exams Officer should be informed immediately as soon as an absence from an exam is known so that phone calls can be made to ensure the maximum possible attendance.

Room organisation

The Exam Officer is responsible for organising examination timetables as well as ensuring the rooms to be used are prepared by the Invigilator with all equipment.

Documentation in the exams

All necessary documentation will be displayed in and outside of the exam rooms, together with official booklets for the conduct of the examinations. It is the responsibility of all invigilators to ensure that they are familiar with the Instructions for the 'Conduct of Examination' booklet. The Exam Officer is responsible for ensuring that there is an adequate seating plan, and that the plan is completed for each exam. These are to be stored, together with an attendance list, and kept for external perusal.

The people present in the examination room

The Exams Officer has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests.

Under no circumstances may members of centre staff

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper

- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content
- communicate with candidates except in the case of maintaining discipline in the examination room
- enter the examination room and approach candidates, either to prompt them or to provide support and encouragement
- enter the examination room and read candidates' scripts

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards, they are under examination conditions and the strict protocols must be adhered to.

Finishing the exam/Post exam

Exam scripts must be collected before students are allowed to leave the exam room. After each exam is completed, it is the responsibility of the Exams Officer to ensure that the exam scripts are properly collated in the correct order. The Exams Officer will ensure the exam papers are correctly and securely parcelled and despatched to examiners by the Parcelforce system.

Coursework

It is the responsibility of each Department to ensure all coursework is given to the Exam Officer for despatch at the correct time.

Coursework will be despatched using the same method as for exam papers.

Invigilation

Invigilators will

- ensure all candidates have an equal opportunity to do well
- ensure exams security before, during and after the exam
- prevent possible candidate malpractice
- prevent possible administration failures
- check attendance according to seating plan
- know the centre's emergency procedures
- minimise the effect of any disruptions on other candidates, allow extra time for all candidates if the disruption is significant

Invigilators must not take any work into the exam room but give full attention to the conduct of the examination.

Results

Results will be sent out via Parentmail on the day notified by the exam boards only.