

# Examination Policy



## Saffron Valley Collegiate

**Last reviewed: April 2019**

**To be reviewed: April 20**

### **Mission Statement**

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

### **EQUALITIES STATEMENT:**

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

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### **Policy Purpose:**

This policy covers each provision within the Saffron Valley Collegiate (SVC) and is applicable to all staff and pupils within the Saffron Valley Collegiate. It is the responsibility of everyone involved in the Saffron Valley Collegiate and its provisions to read understand and implement this policy. This policy should be read in conjunction with:

- Saffron Valley Collegiate emergency evacuation policy (including appendix A)
- The JCQ guidelines and/or awarding organisations guidelines and procedures.

The purpose of this policy is to ensure the management, planning and administration of exams is conducted efficiently and in the best interest of candidates.

The aim of this policy is to make the exam experience as positive as possible for students and to develop them to achieve their potential.

This policy will be published on Saffron Valley Collegiate website which can be found here:- <http://www.saffronvalleycollegiate.co.uk>

This exam policy will be reviewed annually by the Curriculum & Standards sub-committee of the Saffron Valley Collegiate Management Committee.

### **General:**

Each provision within the Saffron Valley Collegiate (SVC) will operate within and comply with guidelines and regulations for the delivery of exams as set by the Joint Council for Qualifications (JCQ) and awarding organisations; and will take all reasonable steps to maintain the integrity of all examinations and assessments.

Saffron Valley Collegiate will work collaboratively wherever possible. The Exam Officer will ensure exam procedures are of the highest quality.

It is a Saffron Valley Collegiate principle that staff working within the Saffron Valley Collegiate should be appropriately trained to carry out their duties effectively. All Saffron Valley Collegiate staff members have annual invigilator training to ensure they are prepared to conduct examinations at any of the Saffron Valley Collegiate provisions. It is the Headteachers responsibility to ensure staff within the provisions are competent. Agency invigilators would have been trained by their agencies and will sign a SVC declaration confirming they understand the role and procedures of an JCQ invigilator

### **Qualifications:**

The Saffron Valley Collegiate will offer a range of academic and vocational qualifications appropriate to the needs of their respective learners. The specific curriculum on offer will be reviewed regularly to ensure it is appropriate and meeting the needs of their students.

The curriculum offer will be published on the Saffron Valley Collegiate website and parent/carers will be notified of changes appropriately.

Decisions concerning individual student entries will be determined by each Head of Provision, however, the Headteachers decision is final.

### **Exam Fees:**

Exam entries will be made free of charge to all students on roll within the Saffron Valley Collegiate.

### **Access Arrangements:**

Saffron Valley Collegiate should ensure that access arrangements are made as necessary to ensure the Saffron Valley Collegiate complies with our duty under the Equality Act 2010 to make reasonable adjustments for students with particular needs.

### **DISABILITY DISCRIMINATION ACT:**

All provisions must ensure they 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 purpose 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 exams centre will meet the requirements of the DDA by ensuring the exams centre is accessible and improving candidate experience. This is the responsibility of the Headteacher.

### **Exchange of Data**

The Saffron Valley Collegiate must operate within GDPR regulations, Data Protection Act 1998 and the Freedom of Information Act 2000.

### **Malpractice:**

Malpractice, which includes maladministration and non-compliance, is defined as any act, default or practice which is in breach of JCQ exam regulations. The Head of Provision at each site is responsible for ensuring robust procedures are in place to avoid cases of malpractice. All instances of suspected malpractice will be thoroughly and promptly investigated. Within this context, malpractice includes:

Plagiarism, deliberate inaccuracies in assessment or verification of pupils' work, and fraudulent registration or certification claims. (This list is not exhaustive)

### **Aim:**

- To identify and minimise the risk of malpractice by staff or students.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on students or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of the Saffron Valley Collegiate and examination awarding bodies.

### **Health & Safety:**

The Head of Provision at each site will:

- Ensure that conditions within the exam centre are appropriate for the delivery of exams and that local health and safety rules are in place. Risk assessments for examinations should take place as necessary
- Ensure there is a contingency plan for examinations in place.
- Ensure there is an up-to date emergency evacuation procedure in place
- Ensure that the exam centre is adequately covered for public liability claims.

In order to do this, the Saffron Valley Collegiate will:

- Seek to avoid potential malpractice by using the induction period, assemblies and tutor time to advise students
- Inform learners of the provision's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources, during the course induction period, and ensure that new joiners are inducted appropriately.
- Ask students to declare that their work is their own.
- Ask students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Provision and all personnel linked to the allegation. It will proceed through the following stages:
  - Any staff member or student aware of or suspecting malpractice will notify the Head of Centre/Quality Nominee at the earliest possible opportunity.
  - The Head of Centre/Quality Nominee will hold meetings with appropriate staff and students, examine students' work, records of assessments, verification documentation and/or certification documentation, necessary to determine whether there is evidence of malpractice.
  - If the Head of Centre/Quality Nominee uncovers evidence of malpractice, s/he will inform the exam officer so that she can inform the assessment exam board in a timely fashion.
  - Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
  - Give the individual the opportunity to respond to the allegations made.
  - Inform the individual of the avenues for appealing against any judgment made.
  - Document all stages of any investigation.
  - Where malpractice is proven, the Saffron Valley Collegiate will apply the penalties / sanctions commensurate with the nature of the malpractice allegation. These can include:
    - Not allowing a student's work to be submitted.
    - Deregistering a student from the programme.
    - Releasing a teacher/assessor from the all responsibilities relating to BTEC delivery or assessment.
    - Initiating staff performance procedures relating to incidents of gross misconduct.

**Related documents:**

JCQ and awarding body guidelines (NB: the iGCSE regulations differ from JCQ)

## **PROCEDURES**

### **EXAM RESPONSIBILITIES:**

#### **Head of Examination Centre**

Having overall responsibility for the school as an exam centre, the Headteacher-

- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to JCQ document– Suspected malpractice in examinations and assessments.
- Is the Quality Nominee and responsible for ensuring quality is maintained on BTEC programmes within the centre and key communications to and from the awarding body.

#### **Lead Internal Verifier**

- Is responsible for ensuring that standards are met within the centre for BTEC programmes, if there are any running.
- Also carries out the role of internal verifier– verifying the assignment brief and assessment decisions of the assessor.

#### **Exams Officer**

- Manages the administration of public and internal exams.
- Advises the senior leadership team, assistant heads of provisions, subject teachers 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 the 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 the JCQ guidelines.
- Provides and confirms detailed data on estimated entries.

- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team and assistant heads of provisions any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Completes special consideration forms to the relevant awarding body within seven days of the exam.

### **Subject Teachers**

- Will give notification of access arrangements requirements to the SENCo, HOP and/or AHOP (as soon as possible after the start of the course).
- Will give students enough notice to appeal any coursework marks
- Completes coursework marksheets and declaration sheets then emails them to the exam officer.
- Submits candidates' coursework/coursework marks to moderators, giving a copy to the exams officer with proof of posting.
- Tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- BTEC Assessor– a member of staff setting the assignment and assessing the learner's work.

### **The SEN Coordinator/ Assistant SEN Coordinator (SENCo)**

- Decide on the use of word processors ( see Word Processor (exams) Policy)
- Administration of access arrangements and makes applications for special consideration using the JCQ publications 'Access Arrangements, Reasonable Adjustments and Special Consideration'.

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

### **Invigilators**

- Collection of exam papers and other material from the exams officer or assistant head of provision 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 officer or assistant head of provision.
- Read and follow the current JCQ 'Instructions for Conducting Examinations'.
- Read the Saffron Valley Collegiate examination, emergency evacuation, disability (exams) and health and safety policies
- Read the Saffron Valley Collegiate contingency plan
- **Read all the exam documents in the Saffron Valley Collegiate invigilator pack.)**

### **CANDIDATES**

- Confirms exam entries are correct and notifies the exam officer of any errors Notifies the exam officer of any legal changes of name, address or gender
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Reads the JCQ warning to candidates and electronic devices poster
- The exam 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 exam centre accepts no liability for their loss or damage.
- Candidates are expected to stay for the full exam at the discretion of the Invigilator.

- For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.
- 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 exam centre, the exams officer, or the 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.
- Responsible for collecting their exam certificate no later than one year after certificates are printed
- Acknowledges that any certificates not collected will be destroyed after one year. Any replacement certificates will be charged to the candidate

### **HOP/AHOP**

- The exams officer, assistant head of provision or head of provision is responsible for handling late or absent candidates for an exam.
- For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer, AHOP or HOP.
- To support the invigilator with disruptive candidates, dealt with in accordance with JCQ guidelines

### **QUALIFICATIONS**

- The qualifications offered at this examination centre are decided by the extended Senior Leadership Team.
- The qualifications offered are GCSE, IGCSE, Functional Skills, BTEC, Entry Level Certificates and The Princes Trust ( this list is not conclusive)
- Informing the exams office of changes to a specification is the responsibility of the extended Senior Leadership Team.

- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, subject teacher and head of subject.

### **EXAM SERIES AND TIMETABLES**

- Internal assessments are scheduled appropriately
- External exams and assessments are scheduled on demand but mainly in June.
- Internal assessments are held under external exam conditions.

### **ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

- Candidates are selected for their exam entries by the heads of subject, AHOP or HOP and subject teachers.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal, however, the Headteachers decision is final
- The centre accepts entries from former candidates only.
- Entry deadlines are circulated to staff via email or the Saffron Valley Collegiate's weekly and HOPS and staff bulletin.
- Late entries are authorised by the head of centre.
- GCSE retakes are authorised by the Headteacher
- Retake decisions will be made in consultation with candidates, HOPS, AHOPS and the Headteacher. The headteacher's decision is final

### **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.
- Exam fees are paid by the exams centre.
- Late entry or amendment fees are paid by the exam centre.

- Fee reimbursements are sought from parents/carers where students fail to sit an exam and/or do not meet the coursework requirements without medical evidence or the reasons not authorised by the head of exams centre.
- Re-sit fees and entries are authorised by the Headteacher

## **ACCESS ARRANGEMENTS**

- The SENCo in discussions with AHOPS 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 candidates' access arrangement requirement is determined by the SENCo and the Educational Psychologist or appropriate assessor.
- Making access arrangements for candidates to take exams is the responsibility of the SENDCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo.
- Candidates with access arrangements requiring a separate room with a separate invigilator will be arranged by the exams officer, assistant head of provision and head of provision.
- Where students have an access arrangement for a reader and/or scribe, a teacher will be used for familiarity so students are not unsettled ( no teacher will scribe/read if they teach that subject)
- Due to the special nature of the students, all students will have an access arrangement in place which will enable them to sit their exams at an alternative venue e.g. home or hospital.

## **CONTINGENCY PLANNING**

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

- As the access arrangement for 'Alternative Accommodation' is in place for each student it will be decided by the Exams Officer and Headteacher whether a students can take an exam at home or in hospital.

### **PRIVATE CANDIDATES**

- Managing private candidates is the responsibility of the Exams Officer and AHOPS based at Cotelands/Springboard.

### **ESTIMATED GRADES**

- Teachers are responsible for submitting estimated grades to the exams officer when requested by the head of provision or assistant head of provision.

### **MANAGING INVIGILATORS**

- Recruitment of extra invigilators is the responsibility of the exams officer, once approved by the HOP or AHOP
- Agency employees will be recruited for invigilation cover however on occasions teaching staff will be utilised as invigilators, in accordance with the exam centre's Workforce Agreement.
- Securing the necessary data barring service (DBS) clearance for new invigilators is the responsibility of the exams officer.
- DBS fees for securing such clearance are paid by the invigilator.
- It is the responsibility of the exams officer, assistant head of provision or the head of provision to fully brief invigilators.

### **EXAM DAYS**

- **The assistant head of provision will collect or delegate a Saffron Valley Collegiate staff member to collect the exam papers from the exams officer located at KS4 South provision no earlier than 90minutes before the start of the exam**
- The assistant head of provision will book all exam rooms on their site after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

- The admin team are responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- Teachers will be present at the start of the exam to assist with identification of candidates as they enter the room.
- Exam papers must not be read by subject teachers or removed from the exam room. The exams officer will distribute remaining papers 24hrs after the papers have been despatched to the awarding body.
- **The assistant head of provision will deliver or delegate a Saffron Valley Collegiate staff member to deliver the exam papers to the exams officer located at KS4 South provision in a sealed envelope as soon as the exam has finished**
- **No food is allowed in the exam room. The headteachers can authorise a water bottle free from any labels**

## **INTERNAL ASSESSMENTS AND APPEALS**

- It is the duty of heads of provisions 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 for all internally assessed work and estimated grades are provided to the exams officer by the subject teacher, HOP or AHOP.
- The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams officer.

## **RESULTS**

- Candidates will receive individual result slips on results day, either in person at KS3 or by post to their last known home address.
- Arrangements for the exam centre to be open on results day are made by the exams officer and head of centre.

## **Enquiries about Results**

- Enquiries about results may be requested by exam centre staff or candidate if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required **before** any enquiries about results are requested.

- If a result is queried, the exams officer and Headteacher will investigate the feasibility of asking for a re-mark at the exam centre's expense.
- When the exam centre does not support a candidate's or parent's request for an enquiries about results, a candidate may apply to have an enquiry carried out using the relevant JCQ form. If a candidate requires this against the advice of subject staff, they will be charged for the cost before the request is applied for. If the headteacher's decision is final

### **Access to Scripts**

- After the release of results, candidates may ask subject staff to request the return of papers within three days of the results.
- Exam centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained in writing.

### **CERTIFICATES**

- Certificates are collected and signed for by the candidate at KS4 South Provision
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing by the candidate.
- The exam centre retains certificates for **one year**. Any certificates not collected after this time will be destroyed. Replacement certificates can be requested at a cost to the candidate.