



## Alternative Provision Service

(Encompassing the 3 PRU Bases, Launchpad Tuition, and Launchpad Alternative)

### EXAMS POLICY

#### Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

#### Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

#### Our Values / Principles

Individuals Aspirations Raised  
New Experiences  
Safety and Support  
Personalised Programmes  
Individuals Feeling Valued  
Respect  
Excellence in Learning

Approved by: PRU  
Management  
Committee

Date: 15/03/2021

Last reviewed on: April 2020

Next review due by: March 2022

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The policy is next due for review in December 2021.

The purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams 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 exams policy will be reviewed every year.

The exams policy will be reviewed by the Exams Officer where references are made to JCQ regulations/ guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Exam responsibilities**

### **The Head of Alternative Provision:**

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- accounts for income and expenditures relating to all exam costs/charges.

### **Exams Officer**

- Manages the administration of internal exams in liaison with the Tuition base.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre staff 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 exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- 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.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

#### **Launchpad is responsible for**

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

#### **Teachers are responsible for:**

- Supplying information on entries, coursework and controlled assessments as required by the Head and/or Exams Officer.

#### The **special educational needs coordinator (SENCO)** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

#### **Lead invigilator/invigilators** are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- 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 ensuring their return to the exams office.

#### **Candidates** are responsible for:

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

#### **Qualifications offered**

The types of qualifications offered are GCSE, Functional Skills, BTEC, NCFE and AQA Awards. The subjects offered for these qualifications in any academic year may be found in the centre's documentation and website.

Decisions on whether a candidate should be entered for a particular subject will be taken by individual teaching staff and those conducting exam based courses in consultation with the Teacher in Charge.

### **Exam series**

Internal exams (mock or trial exams) and assessments are scheduled in November and/ or February  
External exams and assessments are scheduled in May/June  
Internal exams are held under external exam conditions.  
The Head of Service and SMT decides which exam series are used in the centre.

### **Exam timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

### **Entries, entry details and late entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.  
The centre does not accept entries from private candidates.  
The centre acts as an exams centre for other organisations.  
Entry deadlines are circulated to subject co-ordinators.  
Subject co-ordinators will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

### **Equality Legislation**

All exam centre staff must ensure that they meet the requirements of any equality legislation.  
The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examination Officer.

### **Access arrangements**

The SENCO/ Exams Assistant will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.  
A candidate's access arrangements requirement is determined by the SENCO and Exams Assistant.  
Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Examinations Officer and Assistant.  
Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer and Exams Assistant.  
Rooming for access arrangement candidates will be arranged by the Examinations Officer and Assistant.  
Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer and Assistant.

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Examinations Officer  
Contingency plans are available in the school safe are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **COVID 19 Contingency**

***In the event of the entire Exams Team being absent through the need for self-isolation or through contracting the virus the Head of Service will oversee and ensure that the process is compliant with JCQ regulations at every stage. The KS4 Deputy or Tuition Teacher in Charge will be responsible for ensuring that exams run to time and in adherence with JCQ guidelines. In the event of the Head of Centre being absent through self-isolation or contracting the virus a member of SMT will oversee the process. If there are any issues with a candidate and COVID 19 the latest Public Health information will be adhered to.***

### ***Estimated grades***

Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the exams officer.

### ***Managing invigilators***

Internal staff will be used to invigilate examinations. These invigilators will be used for internal exams. Any recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Exams Officer.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

### ***Malpractice***

The Teacher in Charge in consultation with Head of Service is responsible for investigating suspected malpractice.

### ***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 staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The designated staff/ Exams Officer will start and finish all exams in accordance with JCQ guidelines. Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Question papers and exam stationery must be kept in secure storage at the registered address approved by JCQ inspection until 90 minutes before the published starting time of the exam.

(question papers must not be opened prior to the scheduled start date of the exam)

Question papers and exam stationery must be taken to the alternative examination venue by a member of centre staff, securely packaged and kept under secure exam conditions at all times within 90 minutes of the published starting time of the exam.

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 in accordance with JCQ's recommendations.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Parcelforce.

### ***Candidates***

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given before hand.

The centre's published rules on acceptable dress and behaviour apply at all times.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 Examinations Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer and supporting staff are responsible for handling late or absent candidates on exam day.

### ***Special consideration***

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's examinations officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within prior the exam.

### ***Internal assessment***

It is the duty of subject teachers to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the teachers. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

### ***Results***

*Candidates will receive individual result slips on results days, in person at the centre, collected and signed for.*

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Examinations Officer.

The provision of the necessary staff on results days is the responsibility of the Head of Service and Examinations Officer.

### ***Enquiries about Results (EAR)***

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates. The cost of EARs will be paid by the candidate. All decisions on whether to make an application for an EAR will be made by examinations officer. If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

### ***Access to Scripts (ATS)***

After the release of results, candidates may ask subject staff to request the return of written exam papers within the prescribed days of the receipt of results.

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

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of Examinations Officer.

### ***Certificates***

*Candidates will receive their certificates in person at the centre and collected and signed for.*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for minimum of 12 months.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.