

Examinations Policy

Version 1

This policy applies only to Pre-16 New Collaborative Learning Trust institutions.

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1.0 Purpose

1.1 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.

1.2 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.

1.3 This exam policy will be reviewed by the head of centre, senior leadership team, exams officer and the advisory group.

2.0 Exam Responsibilities

2.1 Head of Centre

Overall responsibility for the Academy as an exam centre:

- Advises on appeals and reviews
- 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.

2.2 Exams Officer

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

- Advises the senior leadership 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/controlled assessment 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
- Produces seating plans for internal and external exams
- Accounts for income and expenditures relating to all exam costs/charges

- Line manages all exam invigilator's, organising the training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' controlled assessment marks, tracks despatch and stores returned controlled assessment 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 SLT, any appeals/review of marking requests
- Maintains systems and processes to support the timely entry of candidates for their exams.

2.3 Deputy Headteacher

- Organisation of PPEs and final exam window, including teaching that will continue during the exam windows
- External validation of courses followed at key stage 4 / post-16.

2.4 Heads of Department

- For their department, they are the staff in charge of exams
- Provide details of their Awarding Body, syllabus, and qualifications code to the exams officer
- Submit accurate entries to the exams officer by the communicated internal deadline. For the year 2021-22 this deadline is 14th February 2022.
- Withdrawals or change of tier will be accepted up until the deadline from the Awarding Body and must be clearly communicated with the exams officer
- Involvement in post-results procedures
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets (including estimated grades) and adherence to deadlines as set by the exams officer.

2.5 Teachers

- Notify the inclusion department of any possible needs for access arrangements for candidates if not already in place (as soon as possible after the start of the course)
- Ensure Access Arrangements are in place for all required candidates in class assessments.

2.6 Coordinator of Learning Support

- Administration of access arrangements
- Identification and testing of candidates to assess if the need for access arrangements need to be in place
- Make online applications on JCQ Centre Admin Portal by published deadlines

- 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.

2.7 Lead Invigilator/Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam
- Preparation of exam room to meet JCQ regulations
- Ensure JCQ regulations are maintained throughout exams and any incidents of suspected malpractice are reported to the Exams Officer
- Collection of all exam papers in the correct order at the end of the exam, checked against the attendance register and their return to the exams office.

2.8 Candidates

- Confirmation and signing of entries
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own
- Read or listen to any communication sent by exams officer
- Abide by JCQ regulations for all assessments.

3.0 Exam Contingency Plans

3.1 Disruption to Exams

3.1.1 Schools and Academy's should prepare plans for any disruption to examinations as part of their general emergency planning, and ensure that the relevant staff are familiar with these plans. If a Headteacher decides to close a School/Academy they will discuss alternative arrangements (such as the use for exams of other public buildings nearby) with the relevant awarding organisation. It is the Headteacher's responsibility to ensure that parents/carers are kept informed of any decisions.

3.1.2 Wingfield Academy shall notify parent/carers by issuing notifications on the Academy website and sending out messages.

3.1.3 In the event of disruption the academy will:

- Contact the relevant awarding organisation and follow its instructions.
- Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
- Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.

- Where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
- Communicate with parents, carers and candidates any changes to the exam or assessment timetable or to the venue.
- Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

After the exam the academy will:

- Consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration. The academy will seek the advice of the awarding organisation as to whether special consideration is appropriate.
- Advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date.
- Ensure that scripts are stored under secure conditions.
- Return scripts to awarding organisations in line with their instructions. We will not make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

3.2 Contingency Planning

3.2.1 Contingency planning for exams administration is the responsibility of the Exams Officer, Headteacher, Leadership team and other staff with a vested interest.

3.3 Disruption in the Distribution of Examination Papers

3.3.1 If there is a disruption to the distribution of examination papers to centres in advance of examinations the Academy will contact the awarding organisations who should be able to provide the Academy with electronic access to examination papers via a secure external network. The awarding organisations can also email examination papers to the centre if electronic transfer is not possible. The Examinations Officer will ensure that copies are received, made and stored under secure conditions. Alternatively, the awarding organisations can source alternative couriers for delivery of hardcopies of examination papers to the Academy.

3.4 Academy is Unable to Open as Normal During the Examination Period

3.4.1 If the Academy is unable to open as normal for examinations the Exams Officer will inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for the Academy to open lies with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the Academy is able to open. If possible, the Academy will open for examinations and examination candidates only. Alternatively, the Academy may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible).

3.4.2 The Headteacher/Leadership team are to advise the Exams Officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams Officer to submit the information to all the relevant awarding organisations. For certain candidates; the Academy may be able offer an opportunity to sit any examinations missed at the next available series. The Academy may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

3.5 Candidates Unable to take Examinations because of a Crisis – Academy Remains Open

3.5.1 If candidates are unable to attend the Academy to take examinations as normal, the Academy will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. Alternatively, the Academy can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply. JCQ guidance on special consideration can be accessed through the JCQ website: www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-andguidance

3.6 Disruption to the Transportation of Completed Examination Papers

3.6.1 If there is a delay in normal collection arrangements for completed examination scripts the Academy will seek advice from awarding organisations and the normal collection agency (Parcel Force) regarding collection. The Academy will not make arrangements for transportation without approval from awarding organisations. The Academy will ensure secure storage of completed examination papers until collection.

3.7 Assessment Evidence is not Available to be Marked

3.7.1 If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, the awarding organisations are to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. The candidates can then retake affected assessment at a subsequent assessment window.

3.8 Academy is Unable to Distribute Results as Normal

3.8.1 If the Academy is unable to access or manage the distribution of results to candidates, or to facilitate post results services they will make arrangements to access results at an alternative site.

3.9 Miscellaneous Critical Incidents

3.9.1 Specific Bad Weather Contingency Plan

- Where a student misses an exam because of bad weather the Academy will discuss contingency plans with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidates whilst also maintaining the integrity of the exams. The Headteacher has recruited a group of volunteers (from within Academy staff) who have guaranteed that they will be able to attend the Academy on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary. The Academy is responsible for informing parents and candidates of the actions agreed, which may include the use of alternative venues (e.g. other public buildings nearby).

3.9.2 Absence of the Exams Officer

- The Headteacher and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging candidates, if the need arises.

3.9.3 National Incident

- The Academy will take advice from JCQ and the Awarding organisations concerned and act accordingly, keeping candidates informed. Candidates should check with the Academy and check the Academy website for up to date statements.

3.10 Contingency Day

- #### 3.10.1
- Wingfield Academy must inform candidates that they must remain available until and including the contingency day set out by awarding bodies, should an Awarding Body need to invoke its contingency plan. Parents/carers and candidates will be informed once this date has been confirmed by awarding bodies.

4.0 Exam Risk Assessments

4.1 Risk Assessment for Exam Day

Risk Factor	Risk	Early Warning	Control to Prevent	Control to Resolve
High	Inclement Weather	Weather forecast	Possible delay of start time.	Candidates contacted, notice regarding weather placed on the Wingfield Academy website. Possible staggered start times and special consideration applied for if necessary. Member of SLT to be on site.
Medium	Disruption in Exam Room	Invigilator reporting incident via support invigilator or by assistant invigilator	Information from pastoral leaders/ HOY's regarding candidates who need extra support for behaviour. Candidates warned how to behave in exam assemblies and also by Invigilators at the beginning of each exam.	Exams office staff to go over to exam room potentially with a member of pastoral/HOY team depending on situation. Members of relevant staff informed and if any rules/regulations have been broken need to be reported.
High	Power cut	Invigilator/Staff members report loss of power	Possible delay of start time if exam not started.	Contact premises team to locate the problem. If power goes off during exam and lighting is not an issue due to natural light the exam should continue. If the exam needs to be stopped until lighting is resumed the time should be added to the end of the exam. If in room with laptops they will hold charge for a little while but remind candidates to keep saving their work. If lighting isn't going to be resolved before exam has begun candidates are to enter the exam room as normal ask them to write the finish time on front of their paper. Special consideration should be applied in all cases.
Medium	Candidates not turning up to exams	Phone call from parent, attendance check	Lists of all candidates sitting in every room are given to attendance team to	Attendance team to contact candidate at home. Candidate advised to turn up before 1 hour after published

			help identify any missing candidates. Invigilators will also have seating plans and lists of candidates for the room they are in.	start time or by the time the exam finishes (whichever is sooner) after which paper may not be accepted. If candidate is genuinely ill evidence from pastoral leader or a medical note will be put forward with special consideration if applicable.
High	Fire, Fire Alarm or Lockdown Alarm	Fire Alarm going off or Lockdown Alarm going off		Procedures are provided in Invigilator handbook in exam room, JCQ's Centre emergency evacuation procedure for guidance. using Exams office staff and invigilators to assist in maintaining the security of the exam. Time should have been recorded when the exam had to be stopped and when it resumed, time should be added onto end of exam and special consideration applied. Practice fire alarm to go off during mock examinations.
High	Candidate arrives at start of exam with injury to writing hand	Pastoral Leader to contact exam office staff Candidate informs exams office staff		Exams office staff to find a room for student, if assistance required contact SLT link. Exams to assess the situation, and whether candidate is able to type. If so word processor can be used. If not a scribe needs to be found by SENCo.
Medium	Candidate arrives late to examination	Phone call from parents/candidate or candidate turns up late to exam room	Candidates are all provided with individual timetables detailing date, time and room they will be sitting the examination in.	If arrives before 1 hour of official start time candidate to sit exam for full time allocated. If arrives after 1 hour of official start time candidate to sit exam for full time allocated. Exams officer to complete late arrivals form and submit to Awarding Body.
High	Unauthorised person enters exam room	Person walks into room with no identification	Invigilators have a copy of JCQ document 'People present in exam rooms'.	Invigilators ask person to identify themselves. Invigilator then asks them to leave or contacts exams office for further instruction/information.

Medium	Candidates turns up to exam who is not entered	Candidate not on attendance register or on seating plans in each exam room used	Candidates are issued with personalised timetables and statement of entry. CTLs are given final lists of candidates entered for each unit.	Check potential entry with CTL. Find candidate a seat and paper. Add to attendance register. Send an amendment file to the relevant Awarding Body, charge late fee to department.
Medium	Exam Scripts not collected by Parcelforce	Reception to contact exams office – Parcelforce hasn't been to collect	Parcelforce contact centres before each series to determine a collection window.	Papers to be put back into exams secure store. Exams office to contact parcel force on exams helpline number to report missed collection and rearrange pick up.

4.2 Risk Assessment for Examinations Preparation

Risk Factor	Risk	Early Warning	Control to Prevent	Control to Resolve
High	Submitting entries to Awarding Bodies – IT system/A2C not working	Member of IT support contacts exams office to warn them Exams office computer's not connecting to the server	Entries are always sent a few days in advance of the external Awarding Body deadline. Therefore any potential issues will be highlighted a few days prior.	Exams office staff to contact relevant Awarding bodies and seek advice. Exams office to liaise with IT support staff if technical assistance is needed. SLT to be informed.
Medium	Awarding bodies contact centre with entry reports	Awarding bodies to contact exams office via email or post		Exams office to deal with error initially. May need to contact CTLs if their assistance/more information is required to respond to the query.
Low	UCI number Error	Awarding bodies to contact exams office via email or post	Exams office contact previous centres of candidates to ask for UCI numbers of candidates.	Exams office to request Awarding Body merges the UCI numbers.
Medium/ High – Depends how close to exam season	Access Arrangements not applied for	Staff members begin to send emails to exams office & SENCo concerning a candidate	Candidates are tested at the end of year 9, this testing should carry them through to the end of their studies in year 11.	SENCo to test Candidates immediately. Once testing has been done Access Arrangements must be applied for via Access Arrangements online with the SENCo.
Medium/ High – Depends how close to exam season	Not enough LSAs to cover amount of Access Arrangements student in one session	Exams office put together a list of Access Arrangements required for season	List is sent to SENCo and SLT link a few weeks before exam series is due to start.	SLT and SENCo to look at which members of staff suit individual candidates. SLT and SENCo to use members of staff in line with JCQ rules and regulations.
Medium/ High – Depends how close to exam season	No examination papers arrived for examination	Check list in exams secure store indicates no papers have arrived and recheck papers in secure store.	All examination papers received into the centre are checked off on this list.	Exams office to contact Awarding Body to confirm non-delivery of examination papers. If this occurs on exam day Awarding Bodies will advise what needs to be done.
Medium	No attendance register has arrived for examination	Check list in exams secure store indicates no attendance register	All attendance registers received into centre to be checked off on list.	Print copy of attendance register from MIS. Exams office to contact Awarding Body to inform and seek further advice.

4.3 Risk Assessment for Staff Absence

Risk Factor	Risk	Early Warning	Control to Prevent	Control to Resolve
High	Exams Officer Absence	The Academy is notified by the Exams Officer and an indication of the length of absence.		SLT has an overview of the academic year of what needs to be done at certain times of the year i.e. entry deadlines etc.
Medium	Invigilator Absence	Not reporting to exams office, Lead invigilator notifies or via Phone Call	Invigilators issued with allocation summary with time to confirm if they are no longer available.	Contact invigilator, if unable to come in exams assistant or exams officer to cover.
High	Exams Office staff absent	Exams officer contacts HR department as early as possible		SLT has an overview of the academic year of what needs to be done at certain times of the year i.e. entry deadlines etc. Member of Staff needs to be trained on how to use exams section of MIS system.
Medium	CTLs absent when entry information is given.	Staff absence is listed on Cover sheet each morning	Each department has a second/deputy. Each department also linked to a member of SLT.	CTL second/deputy will be able to advise on any issues. Email evidence will be kept of any decisions made and the CTL copied in on any conversations between the department and exams office staff.
High	Member of Exams Office staff absence	Phone call	Exams officer has full experience of how to run an exam day. Data Manager can provide invigilators with papers etc, but will need help if an issue arises during exam.	Contact SLT to inform them if need any additional assistance is needed. Data Manager to help out as required.
High	Member of SLT with oversight of exam administration is absent	Phone call		Responsibility for implementing JCQ regulations and requirements relating to before, during and after examinations will be escalated to Marie Holyhead (exams officer) and overseen by Kerry Wade (deputy headteacher).

4.4 Risk Assessment for Results Day

Risk Factor	Risk	Early Warning	Control to Prevent	Control to Resolve
High	A2C/IT systems not working	Member of IT support contacts exams office to warn them Exams office computer's not connecting to the server		IT support staff to fix IT issues within the centre. Problem reported to SLT, possible delay in results information being read into the centre's MIS
High	Exams office staff absent on EDI Results Day	Exams officer contacts SLT as early as possible		Data Manager knows how to read results information into MIS system. Another member of staff needs to be trained how to access additional information from Awarding Body websites and how/where to print candidate results slips from.
Medium	Exams office staff absent on candidate results day	Exams officer contacts SLT as early as possible	EAR information prepared in a file in exams office. EAR information also sent out to CTLs.	Any member of staff can look in file and find any information needed to help candidate with queries. In first instance always direct candidates to subject teacher. Member of staff needs to be trained how to make EAR's.

5.0 Adverse Weather Policy

Criteria for implementation	Recommended Actions
Centre Examination Office staff are unable to get to the Centre	<ul style="list-style-type: none"> The Exams Officer is within walking distance from the Academy so should be able to attend. Invigilators – some live locally and will still be able to get to the centre. Exams Office staff to make calls to invigilators. Where the exam venue is under staffed Academy staff to support where necessary.
What forms of communication will be used to inform staff, parents and candidates	<ul style="list-style-type: none"> Wingfield Website, Twitter, App, Radio Hallam and their website, Texting, MCAS. Pyramid calling for staff.
If Wingfield Academy is officially closed	<ul style="list-style-type: none"> As soon as possible E/Office staff must inform each awarding organisation with which exams are due. Headteacher to determine if centre be open for exams/exam candidates only If not, consideration of using another local venue e.g. Local Primary If applicable candidates may re-sit at the next available series Apply for Special Consideration for candidates that do sit the examination (present but disadvantaged) Apply for Special Consideration for candidates that cannot re-sit e.g. Y11 summer exam
Contact with Awarding Organisations	<ul style="list-style-type: none"> All AO tel. no are in the Exams Office posted on the wall Exams Officer has all AO tel. no's in her mobile phone
Despatching exam scripts	<ul style="list-style-type: none"> Take packages to nearest available Post Office Securely store packages until a collection can be made Seek advice from AO and usual collection service

6.0 Statutory Tests and Qualifications Offered

- 6.1 The statutory tests and qualifications offered at this centre are decided by the head of centre and senior leadership team.
- 6.2 The statutory tests and qualifications offered are GCSE; AQA and Pearson, NCFE, OCR, and BTEC Vocational Qualifications.
- 6.3 The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If a change of syllabus from the previous year is intended, the exams office must be informed at the earliest opportunity.
- 6.4 Decisions on whether a candidate should not take an individual subject or all NCTs will be taken at key stage 4.

6.5 All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external Awarding Body.

7.0 Exam Seasons and Timetables

7.1 Exam seasons

- Internal exams are scheduled throughout the year usually in January and July
- External exams are scheduled in May and June, also ad hoc BTEC, NCFE exams
- All internal and external exams are held under external exam conditions
- The exam series used in the centre are decided by the heads of department.

7.2 Timetables

- Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams
- Timetables will be displayed around the Academy and emailed to all staff well in advance of examinations taking place.

7.3 External Exams

- Final confirmation of entry numbers and levels should be made between the exams officer and Head of Department
- Exam papers will be counted in by the exams officer and locked away
- A member of SLT and the Pastoral Leader team should be present outside the exam venue at the start of each subject exam, to assist with student identification and verification
- The exams officer should provide clear signs for display purposes to let candidates know where to enter the exam venue
- No exam papers can be removed from the exam room without the authorisation of the exams officer
- All exams should be conducted according to JCQ guidelines and within the start and finish times determined by the Awarding Body
- Any misconduct, suspected malpractice or irregularity must be reported to the exams officer as soon as possible
- Candidates should not be allowed to leave an exam room until the scheduled end of the exam and their exam paper has been collected in by an invigilator
- In the absence of the exams officer at the end of any exam, papers should be collected and taken to the office and given into the care of the exams officer.

8.0 Controlled Assessment and Appeals Against Internal Assessments

8.1 Controlled Assessment (Including Vocational Qualifications)

- Candidates who have to prepare coursework/controlled assessment should do so by the deadline set by Curriculum Team Leaders

- Curriculum Team Leaders will ensure all coursework/controlled assessment is ready for entry/despatch at the correct time. The exams officer will keep a record of what has been sent when and to whom
- Marks for all internally assessed work and estimated grades are provided to the exams officer by the Curriculum Team Leaders
- The exams officer will discuss claim dates with each L/IV for BTEC awards
- Malpractice is discussed with candidates - each candidate will be required to sign a Malpractice declaration for each coursework/CA/portfolio of work.

8.2 Appeals Against Internal Assessments

- Appeals will only be investigated 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 1st May 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.

9.0 Entries, Details and Late Entries

9.1 Entries

- Candidates are selected for their exam entries by the heads of subject and the subject teachers.
- Candidates, or parents/carers, can request via subject teachers a subject entry, change of level or withdrawal.
- BTEC: Subject leaders pass class lists to Exams Officer for registration before the Awarding Body deadline. Entries for NQF external assessments to be given to Exams Officer to make entries. Paper based before the entry deadline, on demand with enough time to book online assessments.

9.2 Late Entries

- Entry deadlines are circulated to Curriculum Team Leaders via email
- All late entries are must be authorised by the senior leadership team and exams officer.

10.0 Exam Fees

- The centre will pay all normal exam fees on behalf of candidates. Parents/carers of a student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request of special consideration should be aware that the centre will seek to recover the cost of exam fees.
- Late entry or amendment fees are paid by departments.

- 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.
- It is the responsibility of external candidates to pay their own entry fees.

11.0 The Disability Discrimination Act (DDA), Special Needs And Access Arrangements

11.1 DDA

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

11.2 Special Needs

11.2.1 A candidate's special needs requirements are determined by the Learning Support Coordinator. Any application for Access Arrangements must have supporting evidence to show this is the candidates' normal way of working.

11.2.2 The Learning Support Coordinator 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 Learning Support Coordinator can then inform appropriate staff of any Access Arrangements that have been approved for individual candidates and which must be made available during the course and in assessments.

11.3 Access Arrangements

11.3.1 It is the responsibility of the Learning Support Coordinator to liaise with the exams officer about arrangements for candidates with Access Arrangements. The Learning Support Coordinator should ensure the exams officer has all information needed on each candidate with Access Arrangements.

11.4 Special Needs Exam Policy Including DDA

11.4.1 The Learning Support Coordinator should inform staff of any Access Arrangements which individual candidates have been granted during the course and in assessments. In the case of candidates with Specific Learning Difficulties/Visual Impairment or certain other medical conditions, these can be any or all of the following:

- Extra time
- Rest periods
- A reader
- A scribe
- Enlargements
- A prompter
- Separate room/invigilator

- Use of word processing/printing facility
- Sign language interpreter

11.4.2 The Learning Support Coordinator should inform the exams officer, who will communicate with the Awarding Body at the beginning of a course, if any student is to be given Access Arrangements for internal assessment which carries marks towards a final mark.

11.4.3 The Exams Officer and Learning Support Coordinator will complete the Access Arrangements Request Forms for candidates at the appropriate time and the Learning Support Coordinator will provide the necessary evidence to reach the Awarding Body on the stipulated dates.

11.4.4 The early opening and checking of papers to be sat by candidates that are entitled to Access Arrangements should be conducted by the exams officer with the permission of the Awarding Body and any further enlargements/ modifications completed in good time for the start of the exam.

11.4.5 Any necessary re-scheduling of internal and external exams will be coordinated by the exams officer e.g. candidates who have extra time who cannot fit two exams in one day.

11.4.6 Candidates with Visual Impairments may be granted an early start to examinations to allow time for rest breaks and extra time. Such candidates will be properly supervised at all times and have no contact with other candidates taking the same examination.

11.4.7 Awarding and Allocation of Word Processors

The awarding and allocation of a word processor will be considered for candidates identified during their time in school or with the supporting evidence from external agencies.

The need identified could include:

- A learning difficulty which has a substantial, long term and adverse effect on their ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisational problems when writing by hand
- Illegible/poor handwriting
- Temporary injury

The use of a word processor is on the whole the candidates' normal way of working, however, may be subject specific to meet the demands of certain curriculum requirements.

12.0 Managing Invigilators and Exam Days

12.1 Managing Invigilators

- Invigilators will be used for all external exams
- The recruitment of invigilators is the responsibility of the exams officer/HR
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of HR. All fees for securing clearance are paid by the centre
- All invigilators will undertake training on safeguarding and child protection as part of their induction
- Invigilators are timetabled and briefed by the exams office and must attend a minimum of one training session per year
- Invigilators' rates of pay are set by the centre administration.

12.2 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 as instructed by the exams officer
- The relevant Head of Year/attendance will identify all candidates at the time of the exam, using a seating plan
- The appointed invigilator will start all exams in accordance with JCQ guidelines.

Under no circumstances may members of centre staff:

- Be present at the start of the exam and then sit and read the examination question paper before leaving the room
- Enter the exam room uninvited with the sole intention of accessing the examination
- Have access to the exam 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 after being asked to inspect the contents
- Communicate with candidates, except in Art timed tests and Science practical examinations, or where maintaining discipline in a room
- Enter the exam room and approach candidates, either to prompt them to make an attempt at the examination or to provide support or encouragement
- Enter the exam room and read candidates scripts
- Exam papers must not be removed from the exam room before the end of a session. Unused papers will be distributed to Curriculum Leaders 24 hours after the published finish time.

13.0 Candidates, Clash Candidates and Special Consideration

13.1 Candidates

- Candidates are identified by the pastoral leader/attendance team, they do a register once the candidates are sat
- Invigilators are provided with candidate photographs
- 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
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff or invigilator must accompany them
- The exams officer and/or the pastoral leader will attempt to contact any student who is not present at the start of an exam and deal with them in accordance with JCQ guidelines
- Students must adhere to JCQ guidelines at all times.

13.2 Clash Candidates

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

13.3 Special Consideration

- 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 centre, the exams officer, or the exam invigilator, to that effect
- The candidate must support any special consideration claim with appropriate evidence within three 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 and process the replies
- All staff will have read the following document: <https://www.jcq.org.uk/wp-content/uploads/2020/08/A-guide-to-the-spec-con-process-202021-Website-version.pdf>

14.0 Results, Enquiries About Results (EARs) And Access To Scripts (ATS)

14.1 Results

- Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide sae). Results cannot be posted until 8am on results day.
- Results of internal exams and learning cycle assessments will be reported in writing to parents.

- Arrangements for the college 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.

14.2 EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking and candidate authorisation must be granted in all cases
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a review at the centre's expense
- When the Awarding Body does not uphold an EAR, a candidate may apply to have an appeal carried out. If a candidate requires this against the advice of subject staff, they will be responsible for the cost.

14.3 ATS

- After the release of results, candidates may ask subject staff to request access to scripts. This must be within the Awarding Body deadline
- Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained in all cases
- GCSE reviews cannot be applied for once an original script has been returned, with the exception of Pearson.
- (See also section 10: Exam fees)

15.0 Certificates

- Certificates are presented in person or collected and signed for
- Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so
- Replacement certificates can be applied for, by the candidate, directly on the Awarding Body website
- The centre retains certificates for one year.

16.0 Malpractice

16.1 Candidate Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates; this list is not exhaustive and other instances of malpractice may be considered by Awarding Bodies at their discretion.

- Alteration or falsification of any results document and/or evidence
- Failing to abide by the instructions or advice of an assessor, a teacher, an Exams Officer, an invigilator, or Awarding Bodies' conditions in relation to the assessment/examination rules, regulations and security

- Unauthorised use, misuse or attempted misuse of electronic devices, technology, or materials during supervised assessment/examination conditions. This includes bringing into the examination room:
 - notes in the wrong format (where notes are permitted in examinations)
 - inappropriately annotated texts (in open book examinations)
 - notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, or other similar electronic devices
- Collusion by working collaboratively with other candidates, beyond what is permitted, including in controlled assessment, coursework and non-examination assessment
- Plagiarism by copying from another candidate, using technology to aid copying, allowing work to be copied (for example by posting work on social networking sites), and unacknowledged copying from published sources or incomplete referencing
- Deliberate destruction or theft of another candidate's work
- Impersonation by pretending to be someone else or arranging for another person to take one's place in an examination or an assessment
- Failing to meet regulations in the examination room including
 - disruptive behaviour
 - exchanging, obtaining, receiving and/or passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
 - the inclusion of inappropriate material in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-theft of another candidate's work.

16.2 Centre Staff Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by centre staff; this list is not exhaustive and other instances of malpractice may be considered by Awarding Bodies at their discretion.

- Breaking the confidentiality of question papers or materials, or the confidentiality of candidates' scripts, including:
 - Failure to keep assessment material secure prior to an examination
 - Tampering with candidate scripts, controlled assessments, coursework or non-examination assessments after collection and before despatch to the awarding body/examiner/ moderator
- Acting dishonestly in relation to an examination or assessment, including:
 - inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded
 - manufacturing evidence of competence against national standards
 - providing misleading or inaccurate information to an awarding body, candidates and/or parents

- Assisting candidates or a group of candidates beyond that permitted by the specification or regulations, which results in a potential or actual advantage in an examination or assessment
- Failure to co-operate with an investigation by failing to meet deadlines, to provide information, and/or to immediately report all alleged, suspected or actual incidents of malpractice to Awarding Bodies
- Failure to adhere to the regulations regarding the conduct of examinations/ assessments.

16.3 Identifying Malpractice

Malpractice can be identified and reported by:

- The academy via a report from an invigilator, student, teacher or examination administrator
- An examiner or assessor, who may identify shared answers in an exam script or coursework assignment
- A moderator, who may identify identical work in coursework assignments.

16.4 Reporting Malpractice

If malpractice, or suspected malpractice, is discovered or reported the Academy will report this allegation to the relevant Awarding Body. The candidate will be informed at the earliest opportunity and the nature of the allegations will be explained. The candidate will have the opportunity to respond to the allegation having been given full and complete details.

The Awarding Body will conduct an investigation appropriate to the nature of the allegation. Awarding Bodies reserve the right to access any documents in relation to the alleged malpractice, and the academy will support investigations acting on the advice/instructions of the Awarding Body.

16.5 Outcomes of Malpractice

Where malpractice is proven, the sanctions and/or penalties imposed are solely up to the Awarding Body affected and the individual(s) involved will be informed in writing. Any expense incurred in ensuring compliance with the sanctions must be borne by the centre and not the Awarding Body.

In the event that a malpractice decision is made, which the individual feels is unfair, the individual has the right to appeal in line with the Appeals Policy of the Awarding Body.

Wingfield Academy may take internal disciplinary action in-line with our policies and procedures should malpractice be proven. This action will be commensurate with the seriousness of the malpractice.

Where a member of staff is found guilty of malpractice, the Academy may impose the following sanctions:

- Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied

- Training: Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- Special conditions: Impose special conditions on the future involvement in assessments by the member of staff
- Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time
- Dismissal: Should the degree of malpractice be deemed gross professional misconduct; the member of staff could face dismissal from his/her post.

Policy Status

Policy Lead (Title)	Examinations Officer	Review Period	Annually
Reviewed By	Trust Executive Team	Equality Impact Assessment Completed (Y/N)	N

POLICY AMENDMENTS

Version	Approval Date	Page No./Paragraph No.	Amendment	Audience	Plan for Communicating Amendments
Version 1 This is the first time this policy has been approved since joining NCLT.	26/04/2022			WFA Staff, students and Parents	Upload onto the NCLT website