



The Holt School Examinations Policy

April 2019

Version	DATE	DESCRIPTION
1	September 2014	Policy review
2	April 2017	To add home language policy, additions to internal appeals procedure and JCQ updates
3	April 2018	Make policy applicable to all exams and assessments conducted at The Holt School, update PPE schedule, update internal appeals procedure with centre assessed marks reviews of marking
4	April 2019	Changes to dates in section 4 and amendments to sections 6 and 7

Reviewed	April 2019
Responsibility	Mrs H Cross & Mrs K Royle
Committee	Standards and curriculum
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1. Rationale

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 by the assistant head (curriculum), Kate Royle and the exams manager, Hilary Cross

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

This policy applies to all exams and assessments conducted at The Holt School.

2. Exam responsibilities

Head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and reviews of marking.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams manager¹:

- manages the administration of internal exams and external exams.
- advises the senior leadership team, subject and class teachers, 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/ controlled/ non-examination 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.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- accounts for income and expenditures relating to all exam costs/charges.
- 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/ non-examination 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/ non-examination assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of department/ heads of year are 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/ non-examination assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework/ controlled/ non-examination assessments as required by the head of department 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.

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/ non-examination assessment regulations and signing a declaration that authenticates the work as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

3. Qualifications offered

The qualifications offered at this centre are decided by the head of centre and heads of department.

The types of qualifications offered are A Level, GCSE and other Level 2, Level 1 or Entry level awards and certificates.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1st September in that academic year.

Informing the exams office of changes to a specification is the responsibility of the heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken by head of department in consultation with the candidate.

4. Exam series

Internal pre-public exams (PPEs) and assessments are scheduled in November (Y13), January (Y11, Y12), , May (Y10), June (Key Stage 3) and July (Y12).

External exams and assessments are scheduled in November (GCSE resits only), May and June.

Internal exams are held under external exam conditions.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the heads of departments and the assistant head.

5. Exam timetables

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

6. Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre accepts entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the assistant head.

Re-sit decisions will be made by the assistant head, heads of department, heads of year and exams manager in consultation with candidates.

7. 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.

The exams officer will publish the deadline for action well in advance for each exams series.

Exam entry fees are paid for by the centre.

Late entry or amendment fees are paid by the departments or candidates.

Fee reimbursements are sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the candidates.

8. Home languages

“If you talk to a man in a language he understands, that goes to his head. If you talk to him in his language, that goes to his heart.”

- Nelson Mandela

At The Holt School we believe that providing opportunities, where they exist, for ‘home language speakers’ to access early exam entries at GCSE can give them the confidence and motivation to study other curriculum subjects, as well as providing opportunity for more advanced future language study. Students’ university applications are considerably strengthened by extra points, as well as enhancing future career opportunities.

A student is deemed to be a home language speaker if the language is spoken at home and the student has constant access to support for all language skills – listening, speaking, reading and writing.

Students who would like to be considered for early exam entry in their home language should put their request in writing to the exams manager at least one year in advance of the summer exam season.

The student will be responsible for any externally assessed elements of the exam such as the writing and speaking exam. In the case of the speaking exam, they will need to source and supply their own examiner and make their own arrangements for attendance in liaison with the exams manager.

The school will pay for the exam entry, but the costs of invigilation and the speaking examiner will be met by the student.

9. 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 head of centre, Senior Leadership Team and SENCo.

10. Access arrangements

The SENCo 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.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo and subject teachers.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo/ exams manager.

Rooming for access arrangement candidates will be arranged by the exams manager.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the exams manager.

11. Contingency planning

Contingency planning for exams administration is the responsibility of the assistant head.

Contingency plans are available via email, noticeboard, briefing meetings, pigeon holes, Frog and the school website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

12. Private candidates

Managing private candidates is the responsibility of the exams manager.

13. Estimated grades

Heads of department are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

14. Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the assistant head and exams manager.

Securing the necessary Disclosure barring Service (DBS) clearance for new invigilators is the responsibility of the HR manager. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Governors.

Invigilators are recruited, timetabled, trained, and briefed by the exams manager.

15. Malpractice

The head of centre in consultation with the exams manager is responsible for investigating suspected malpractice

The procedures for dealing with suspected malpractice on the part of candidates, centre staff and any others involved in managing the delivery of qualifications, and for taking appropriate action to maintain the integrity of the qualifications shall be conducted according to the JCQ document, *Suspected malpractice in examinations and assessments*.

16. 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 lead invigilator 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.

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 all candidates at the centre have completed it.

After an exam, the exams manager will arrange for the safe dispatch of completed examination scripts to awarding bodies.

17. Candidates

The exams manager will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the assistant head (curriculum).

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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 invigilator.

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

The exams manager/ student support staff are responsible for handling late or absent candidates on exam day.

18. Clash candidates

The exams manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight supervision.

19. Emergency procedures during external exams

The first consideration must be the evacuation of the building to a place of safety. See Appendix 2: Emergency evacuation procedure for invigilators.

20. 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 or invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

21. Internal assessment

It is the duty of heads of department 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 subject 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. See Appendix 1.

22. Results

Candidates will receive individual result slips on results days,

- in person at the centre
- by email at a specified time
- by post to their home address - candidates to provide self-addressed envelope

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 assistant head.

The provision of the necessary staff on results days is the responsibility of the assistant head.

23. Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking 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 the candidate in consultation with the subject teacher.

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 exams manager, following the JCQ guidance.

24. Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within the exam board deadline.

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

A review of marking cannot be applied for once an original script has been returned.

The cost of ATSs will be paid by the candidate unless requested by teaching staff.

Processing of requests for ATS will be the responsibility of exams manager.

25. Certificates

Candidates will receive their certificates

- in person at the centre
- collected and signed for
- posted (signed for delivery)

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 will only retain certificates for one year.

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.

Appendix 1: Internal appeals procedure

Appeals procedure against internally assessed marks - reviews of marking

The Holt School is committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Holt School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme then they may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. The Holt School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. The Holt School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. The Holt School will, having received a request for copies of materials, promptly make them available to the candidate.
4. The Holt School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing and explain on what grounds they wish to request a review, which should focus on the quality of work submitted.
6. The Holt School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The Holt School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. The Holt School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Holt School and is not covered by this procedure.

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

The service, *enquiries about results* (EARs), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf. If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

BTEC Appeals Procedure

The BTEC Lead Internal Verifier will manage all appeals. Should the appeal be against the Lead Internal Verifier then The Quality Nominee will review the original decision.

Appeal should be made in writing stating the details of the complaint and the reasons for the appeal within 7 working days of receiving the feedback and grade of work in question, using the school appeals procedure.

The teacher who made the assessment decision will be given a copy of the appeal and will respond in writing to this to the Lead Internal Verifier within 5 working days.

The Lead Internal Verifier will then make a decision on the grading and give written feedback to both the student and the teacher involved within a further 3 working days.

A written record of the appeal will be taken including the outcome of an appeal and reason for that outcome. This will be kept at on file for 18 months.

The school will inform the awarding body if there is any change to an internally assessed grade as a result of an appeal.

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- ☐ **an internally assessed mark and to request a review of marking**
- ☐ **the centre decision not to support an enquiry about results**
- ☐ **the outcome of an enquiry about results**

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please explain on what grounds you wish to appeal or request a review of internally assessed marks below:

Appellant Signature:

Date of signature:

This form must be signed, dated and returned to the exams officer within the timescale indicated in the relevant appeals procedure.

Appendix 2: Emergency evacuation procedure for invigilators

If the fire alarm sounds (continuous ringing of the bell) before the exam starts:

- Invigilators must evacuate students as normal and proceed to the assembly points on the field and stand in form groups.
- When the all clear is given candidates should return to the exam room and go directly to their allocated seat.

If the fire alarm sounds (continuous ringing of the bell) during the examination:

- Invigilators must note the time and then instruct the candidates to:
 - *Stop writing immediately and close your question paper and answer script.*
 - *You are still under exam conditions and must not talk.*
 - *Leave all question papers and answer scripts in the exam room.*
 - *Leave the room in silence. There must be no talking or communicating with any other candidates. Any talking will be reported to the exam board.*
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room (see over). Candidates must proceed to the tennis courts and stand 1.25 metres apart from each other. Candidates must wait in silence with the invigilators. The invigilators must check the register.
- When told to re-enter the exam room candidates must go directly to their allocated seat and wait in silence until told to restart the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken.

Broadmoor alert (10 discrete bell rings)

Tell the candidates to remain seated and continue until further instructions are given.

Appendix 3: BTEC Registration and Certification Procedures

Aim :

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will:

- Register each student within the awarding body requirements. The Examinations Officer will contact the Head of Department requesting BTEC Course details, Programme Number and QAN.
- Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments.
- Examinations Officer will register students on Edexcelonline by the 1st of November.
- Confirmation will be printed and distributed to Head of Departments.
- Make each student aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to student's details.
- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Quality assure certificate claims made to the awarding body.
- Quality assure the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certificate .

Definitions of Key processes in more Depth

Registration : registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1st November .

Transfer : learners can transfer their registration and achievement to date between centres (in the case of a school move). Transfer between programmes is permitted (however not applicable at The Holt school in the 2017/18 academic year). Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.

Withdrawal : The Examinations Officer must be made aware of when a learner leaves before completion, so that withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.

Certification Claims : full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation deadline.