



"Unlocking potential through learning"

Exams Policy

**The New Horizons
Learning Centre**

Date Ratified: July 2022
Review Date: July 2024

Signed by: Donna Portingale

Position: Chair of Governors

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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.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

New Horizons Learning Centre is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

1. Exam Responsibilities

Executive Headteacher

Overall responsibility for the school as an Exam Centre. Delegated responsibilities to Exams Officer to:

- Advise on appeals and re-marks.
- Report all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Exams Officer

Manage the administration of public and internal exams and analysis of exam results:

- Advise the Senior Leadership Team, Curriculum Leaders, Subject Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Organisations.
- Contribute to the production and distribution to staff, of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consult with Teaching Staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Receive, check and store securely all exam papers and completed scripts.
- Administer access arrangements and liaise with the SENCo to make 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*.
- Identify and manage exam timetable clashes.
- Line manage the invigilation team. Monitor the whole invigilation team responsible for the conduct of exams.
- Submit candidates' coursework marks, track despatch and store returned coursework and any other material required by the appropriate awarding organisations correctly and on schedule.
- Arrange for dissemination of exam results and certificates to candidates and forward appeals/re-mark requests.
- Maintain systems and processes to support the timely entry of candidates for their exams together with the recording of any achievement.

Curriculum Leaders

- Ensure that course and exam information is correctly advised to the Exams Officer.
- Provide guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Comply with Awarding Organisation and specification requirements.
- Provide direction to candidates on post-results procedures.
- Accurately complete all exams documentation/coursework marksheets/declaration sheets and adhere to deadlines.
- Inform the Exams Officer of changes to course/entry/levels.

Subject Teachers

- Provide details of additions or removals from candidate lists.
- Return completed Exams documentation to the Exams Officer in order to meet the internal deadlines to avoid Awarding Organisation penalty fees.

Invigilators

- Check the examination room prior to the arrival of candidates to ensure that:
 - Heating, lighting, ventilation and levels of extraneous noise are acceptable.
 - No display materials that might be helpful to candidates are visible.
 - A reliable clock of readable size is visible to each candidate.
 - Ensure notices are displayed in accordance with JCQ regulations.
 - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.
- Be fully aware of the regulations according to “The Instructions for Conducting Examinations”.
- Ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that they participate in.
- Take all reasonable steps to ensure that:
 - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided.
 - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted.
 - Candidates have all the necessary material provided by the Awarding Organisation to enable them to complete the examination.
- Open the packet of examination papers and issue the papers to candidates.
- Give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
- Supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.
- Complete the Attendance Register during the examination and inform the Exams Officer of any absentees.
- Know the actions to be taken in the event of an emergency such as an emergency evacuation.
- At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct person.
- Collect all unused stationery in the examination room and return it to the Exams Officer.
- Ensure that the room is left in a tidy condition.

Candidates

- Check personal exam entries on receipt of timetable and inform the Exams Officer of any discrepancies.
- Understand coursework regulations and sign the relevant declaration that authenticates the coursework as their own.
- Take responsibility for compliance with Awarding Organisation and JCQ regulations with respect to coursework, controlled assessment, written examinations, and online tests.
- Attend all timetabled assessments.

2. The qualifications offered

The qualifications offered at this Centre are decided by the Teaching Staff in liaison with the Senior Leadership Team and can vary from year to year.

3. Exam seasons and timetables

3.1 Exam seasons

Exams at New Horizons Learning Centre only take place in the Summer Series (other than BTEC's which can occur at various times throughout the year.) Curriculum Leaders have responsibility for giving the Exams Officer the appropriate notice period for scheduling of internal exams which contribute to summative assessment.

External exams are scheduled throughout the academic year and on demand with the appropriate notice adhered to. Curriculum Managers must liaise with Curriculum Leaders/Exams Officer to oversee and plan the scheduling of exams for their area.

All internal exams are held under external exam conditions.

3.2 Timetables

The Exams Officer will send a copy of the timetable to staff for display in the classrooms for students to see.

4. Entries, entry details, late entries and re-sits

4.1 Entries

Normally candidates are selected for their exam entries by the Curriculum Leaders and Subject Coordinators. However, a candidate has the right to request a subject entry, change of level or withdrawal but there would be an expectation that this would be following a discussion with their Subject Teacher.

4.2 Entry details

All individual candidate statements of entry will be sent by post to the parent/carer so that they are aware of the examinations for their child.

The Exams Officer will accept withdrawals, amendments and changes of tier up to the dates set by the Awarding Organisations. These deadlines are available from the Exams Officer or the Awarding Organisation websites.

4.3 Late entries

Late entries are authorised by the Executive Headteacher in liaison with the Subject Teacher.

The deadlines for late entries are available from the Exams Officer or the Awarding Organisation websites.

Under extreme circumstances very late entries will be accepted but these will be subject to a fee levied by the Awarding Organisation.

4.4 Re-sits

Re-sit decisions are made in consultation with the Subject Teacher, Executive Headteacher and Exams Officer.

5. Exam fees

All fees for Internal Candidates are funded by the school. However, this does not apply to External Candidates. (See External Candidate Exam Policy)

6. The Disability and Equality Act, special needs and access arrangements

6.1 Disability and Equality Act

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

The SENCo will inform Subject Teachers of candidates with special educational needs. They can then inform individual staff of any special arrangements that candidates may be granted during the course and in the exam.

6.3 Access arrangements

Candidates who may require access arrangements are identified during the admissions process.

Subject Teachers identifying candidates who may require access arrangements after the start of the course should contact the SENCo at the earliest opportunity. It is the SENCo's responsibility to ensure arrangements are made as soon as possible after the start of the course.

Applying for access arrangements via the JCQ AAO tool is the responsibility of the SENCo in liaison with the Exams Officer.

7. Managing Invigilators and exam days

7.1 Managing Invigilators

Only NHLC staff will be used as Invigilators for exams.

7.2 Exam days

The Exams Officer will book exam rooms after liaison with other users.

The Site Manager is responsible for setting up the allocated rooms.

The invigilator will start all exams in accordance with JCQ guidelines.

Subject staff must not be present in the exam room once the exam has started.

Exam papers must not be read by Subject Teachers or removed from the exam room before the end of a session.

8. Candidates, clash candidates and special consideration

8.1 Candidates

JCQ rules on candidates' use of mobile phones and all electronic devices apply at all times.

Normal Centre rules on dress and behaviour apply.

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.

If Candidates need to be released from the exam room before the end of the exam, they will be supervised at all times by the member of staff supporting them.

The Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

The school will provide all the equipment needed for any exam.

8.2 Clash candidates

The supervision of candidates between exams is the responsibility of the Exams Officer.

8.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the school.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the School supports the application, the Exams Officer will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines.

9. Coursework and appeals against internal assessments

9.1 Coursework

Candidates who have to prepare coursework should do so by the required date.

The Curriculum Leaders will ensure all coursework is marked/internally verified in line with Awarding Organisation requirements. Curriculum Managers have the responsibility to ensure that appropriate quality assurance procedures are followed to include internal verification of assessed work. Curriculum Leaders will ensure that all internal verification is completed by school internal deadlines. The Exams Officer will ensure that the work is despatched at the correct time and that a record of what has been sent, when and to whom is maintained.

Marks for all internally assessed work are provided to the Exams Officer by the Subject Teachers.

9.2 Appeals against internal assessments

The Centre is obliged to publish a separate policy on this subject, which is available from the Exams Officer.

The main points are:

- Appeals can only be made in relation to the process leading to an assessment. There is no appeal against the assessment decision i.e. the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- In the first instance the student should raise any concerns about the assessment process with the teacher.

- If the student remains concerned having spoken to their teacher they should contact the Exams Officer
- The Exams Officer will ask the student to make a written appeal which will then be taken forward. The grounds for the appeal must be clearly stated.
- The findings will be notified in writing, copied to the Head of Centre and recorded for Awarding Organisation inspection.

10. Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results

All individual candidate statements of results for exams will be posted out by Special Delivery.

10.2 Enquiries About Results

EARs for exams may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Awarding Organisation's fee will be funded by the school. (Reference can be made to the EAR's policy)

10.3 Access To Scripts (applicable to General Qualifications only)

After the release of results of General Qualifications, candidates may request the return of papers within the Awarding Organisations' stated deadlines.

Where an Awarding Organisation supplies the requested script electronically, the Exams Office will print the document so that it can be reviewed by the candidate and their subject teacher.

If a result is queried, the Exams Officer in conjunction with teaching staff or Head of Centre will investigate the feasibility of asking for a re-mark.

Curriculum Leaders/Managers may also request scripts for investigation or for teaching purposes.

For the latter, the consent of candidates must be obtained.
(See also Section 5: Exam fees)

11. Certificates

Certificates are posted by Special Delivery. Copies are held at the school in the students file.

The Centre retains certificates for three years.