



Da Vinci Academy  
A L.E.A.D. Academy



"One Team, Changing Worlds"

# Exams Policy



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive

Policy Date: September 2022  
Reviewed: EZA, HBO

# Exams Policy

The Exams Policy is available from the Exams Office.

The purpose of the Exams Policy is to ensure the operation of an efficient exams system, which is in the best interest of candidates with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the exams system to read, understand, and implement the Exams Policy.

The Exams Policy will be reviewed every year.

The Exams Policy is next due for review on 1<sup>st</sup> September 2023.

The Exams Policy will be reviewed by the Deputy Head Teacher and the Exams Officer. Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## **Exam Responsibilities**

### **Head Teacher:**

- Has overall responsibility for the Academy as an exams centre, advises on appeals, re-marks, and ensures the integrity of the examination/assessments at all times.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document 'JCQ Suspected Malpractice: Policies and Procedures 2022 – 2023'.

### **Exams Officer:**

- Manages the administration of internal and external exams.
- Advises the senior leadership team, curriculum leaders, and 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 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.
- Understands the contents of annually updated JCQ publications and annual updated information from awarding bodies and updates the Head of Centre and Deputy Head teacher accordingly.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines and briefs other relevant centre staff on procedures.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Manages the recruitment, training, and monitoring of exams invigilators responsible for the conduct of exams ensuring that training records are kept.
- Supports the Head of Centre in ensuring that awarding bodies are informed of any declaration /conflict of interest involving candidates.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- Arranges Invigilator training and staying in touch days.

### **Curriculum Leaders:**

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

### **Teachers:**

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

### **Special Educational Needs Coordinator (SENCo):**

- Identification and testing of candidates' requirements for access arrangements and processing any necessary applications, notifying the Exams Officer in good time in order to gain approval (if required) and ensuring correct procedures are followed.
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments and special consideration.

### **Invigilators:**

- 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.
- Attends keeping in touch meetings/training every three months – (this may be remote).

### **Reception Staff**

- Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

### **Candidates:**

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

### **Qualifications Offered**

The qualifications offered at this Centre are decided by the Head Teacher and SLT.

The types of qualifications offered are GCSEs and BTECs.

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 1<sup>st</sup> September.

Informing the Exams Office of changes to a specification is the responsibility of the Deputy Head Teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with the Deputy Head Teacher.

### **Exam Series**

Internal exams and assessments are scheduled in November, January, March and June.

External exams and assessments are scheduled in January (BTEC's), May and June. BTEC online assessments take place throughout the year at the discretion of Department Heads and are arranged by the Exams Officer.

The Head Teacher and the Deputy Head Teacher decide which exam series are used in the Centre.

The Centre does not offer assessments on an on-demand basis.

### **Exam Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at least two weeks before each series begins.

### **Entries, Entry Details and Late Entries**

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.

The Centre only accepts private candidates in exceptional circumstances.

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

Entry deadlines are circulated to Curriculum Leaders via email.

Curriculum Leaders 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 Curriculum Leaders.

### **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.

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Exam Fees are not sought from candidates.

### **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 Deputy Head Teacher and Exams Officer.

### **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 stored by the Exams Officer.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer.

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

### **Contingency Planning**

Contingency planning for exams administration is the responsibility of the School Operations Manager.

Contingency plans in the event of bad weather or on the day emergency will be available on the school website and are in line with guidance provided by Ofqual, JCQ and awarding organisations.

### **Estimated Grades**

Curriculum Leaders are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

### **Managing Invigilators**

External staff will be used to invigilate external exams.

These invigilators will be used for external exams and internal exams where calendared and published in advance (school calendar published July of previous academic year).

Recruitment of invigilators is the responsibility of the Deputy Head Teacher and the Exams Officer.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Officer.

DBS fees for securing such clearance are paid by the Centre.

Invigilators' rates of pay are set by the Head Teacher and the Deputy Head Teacher.

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

### **Malpractice**

The Head teacher in consultation with the Deputy Head Teacher is responsible for investigating suspected malpractice.

### **Exam Days**

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements at least two weeks in advance.

Senior Leadership Team, Exams Officer and Invigilators will start and finish all exams in accordance with JCQ guidelines.

SLT, Achievement Teams, the Exams Officer, subject staff or any other relevant staff will be present at the beginning 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 Curriculum Leaders by the Exams Officer only after all scripts have been securely packed and stored away.

After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with Invigilators and reception team.

### **Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the Deputy Head Teacher or relevant SLT.

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.

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 Exams Officer.

Note: Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The Exams Officer is responsible for handling late or absent candidates on exam day.

### **Clash Candidates**

The Exams Officer will be responsible to direct supervision of candidates between exams. In cases of overnight supervision candidates need to complete the appropriate documentation in accordance with JCQ regulations. Supervision overnight may be undertaken by the candidates' parent/carer.

### **Special Consideration**

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

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

The Exams Officer will make a special consideration application to the relevant awarding body within 7 working days of the exam.

### **Internal Assessments**

It is the duty of Curriculum Leaders to ensure that all internal assessments are 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 Curriculum Leaders. 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 Policy.

### **Results**

Candidates will receive individual result slips on results days

- in person at the Centre
- by post to their home address (candidates to provide self-addressed envelopes)
- by third parties, providing prior notification and written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

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 School Operations Manager.

The provision of the necessary staff on results days is the responsibility of the Deputy Head Teacher.

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

EARs may be requested by Centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate.

The cost of EARs will be paid by the Centre.

All decisions on whether to make an application for an EAR will be made by the Deputy Head 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 Policy.

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

### Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 working days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. If scripts are requested for investigation the candidates consent must be obtained.

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

The cost of ATS will be paid by the Centre.

All processing of ATSS will be the responsibility of the Exams Officer following the JCQ guidance.

### Certificates

Candidates will receive their certificates

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

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

The Centre retains certificates for 3 years. After this date they will be returned to the exam board.

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.

Head teacher

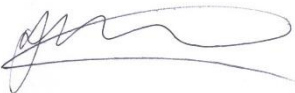
Date



September 2022

Deputy Head teacher

Date



September 2022

Exams Officer

Date



September 2022