



# **The Frances Bardsley Academy for Girls**

## **Exam Policy Including Non Exam Assessments and On Screen Exams**

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Person responsible: Director of Assessment Reporting and Recording

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## Introduction

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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the senior leadership team and the exams officer.

### 1. Exam Responsibilities

#### Head of centre / Principal

Overall responsibility for the school as an exam centre:

- Can advise on appeals and re-marks
- 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*.

#### Exams office manager / Exams officer

Manages the administration of public and internal exams.

- 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
- Receives, checks and stores securely all exam papers, completed scripts are dispatched in a timely fashion via Parcelforce
- Identifies and manages exam timetable clashes
- Responsibility for collecting income relating to exam costs lies with ParentPay
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submits candidates' coursework/controlled assessment marks, tracks despatch and stores returned coursework/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/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.

## **Heads of Department**

- Guidance and pastoral overview of candidates who are unsure about exam entries or amendments to entries.
- 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 and adherence to deadlines as set by the exams officer.
- Ensure that the centre is authorised, by the relevant Awarding Body, to offer on screen testing if it is a requirement for assessment in their particular subject.

## **Teachers**

- Notification to SENCO of access arrangements which may be required (as soon as possible after the start of the course).
- Submission of candidate names to heads of department.

## **SENCO**

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- 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.

## **Lead invigilator/invigilators**

- Distribution to candidates of the correct exam paper and collection of all exam scripts in the correct order at the end of the exam and their return to the exams officer.
- Reporting any suspicion of malpractice to the exams officer

## **Candidates**

- Confirmation of entries and reporting any errors/omissions to Exams Officer
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

## **2. Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the senior leadership team.

The statutory tests and qualifications offered are NCT's, Certificate of Achievement, Entry Level Qualifications, GCSE, AS/A levels, and BTec.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed.

The school also require NFER tests to be completed by all pupils at the beginning of Year 7.

### **At key stage 3**

All candidates will take examinations in Core and foundation subjects at the end of the Key Stage. The school will consider the use of intervention or booster strategies in connection with any candidates who are not achieving expected progress.

Decisions on whether candidates should not take an individual subject or all examinations will be taken in consultation with the parents/carers, SENCO, subject teachers and the head of key stage.

### **At key stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. The level of entry will be determined by the Head of Department, with regard to previously achieved levels in interim tests.

### **At post-16**

It is expected that AS modules will be completed during Year 12 and A2 level modules during Year 13 where AS/A2 specifications still exist. It is possible that some Year 13 candidates will pick up an AS subject during their final year.

## **3. Exam Seasons and Timetables**

### **3.1 Exam seasons**

- Internal exams are scheduled throughout the year, particularly in December, May and June.
- External exams are scheduled in November, and May/June. These dates are set by the Examination Boards.
- Which exam series are used in the centre is decided by the heads of subject and the senior leadership team.

### **3.2 Timetables**

The exams officer will circulate the exam timetables for internal and external exams.

## **4. Entries, Entry Details, Late Entries and Retakes**

### **4.1 Entries**

Candidates are selected for their exam entries by the heads of department in consultation with SLT.

A candidate or parent/carer can request a subject entry, change of level or withdrawal. If the request is against the Centre's recommendation then any cost incurred is paid for by the parent/carer.

The centre may accept entries from external candidates and for subjects not taught at the centre. Any cost incurred is paid for by the parent/carer, unless the school chooses to make an exception.

## 4.2 **Late entries**

Entry deadlines are circulated to heads of department.

Late entries are authorised by exams officer.

## 4.3 **Retakes**

The school will not fund retake modules in GCSE. Candidates will need to pay for any retake in GCSE.

Retake decisions for AS and A2 will be made in consultation with the candidates and the subject teachers. Candidates will need to pay for any retakes.

## 5. **Exam Fees**

- GCSE initial registration and entry exam fees are paid by the centre.
- AS initial registration and entry exam fees are paid by the centre.
- A2 initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre unless it is the fault of the candidate in which case they pay.
- 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.
- Reimbursement will be sought from candidates who fail to sit an exam or fail to meet the necessary coursework/controlled assessment requirements.
- This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.
- All retake fees for GCSE, AS & A2 modules are paid by the candidates.  
(See also section 4.3: Retakes)
- Should the centre not agree to an enquiry about a result or appeal, the candidate will need to pay the fee to pursue the matter.  
(See also section 11.2: Enquiries about results [EARs] and 12.3: Appeals)

## 6. **The Disability Discrimination Act (DDA), Equality Act (2010) Special Needs and Access Arrangements**

6.1 From 1 October 2010, the Equality Act replaced most of the Disability Discrimination Act (DDA). However, the Disability Equality Duty in the DDA continues to apply.

### **Equality Act 2010**

The Equality Act 2010 aims to protect disabled people and prevent disability discrimination. It provides legal rights for disabled people in many areas including education.

All exams staff will be made aware of the requirements of any current legislation, disability issues and etiquette.

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with JCQ Regulations

### 6.2 **Special Needs**

A candidate's special needs requirements are determined by the SENCO, doctor and the educational psychologist / specialist teacher.

The SENCO 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 SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **6.3 Access Arrangements**

Initiating special arrangements for candidates to take exams is the responsibility of the SENCO.

Candidates requirement of use of a Word Processor during exams are assessed on an individual basis by the SENCO in accordance with JCQ regulations and the Equality Act 2010. Records are held on student files within the SEN department.

Submitting on-line access arrangement applications to JCQ is the responsibility of SENCO who may be assisted by the Exams Officer.

Rooming for access arrangement candidates will be arranged by the SENCO.

Invigilation and support for access arrangement candidates will be organised by the SENCO

## **7. Estimated Grades**

The heads of subject will submit estimated grades when requested by the exams officer.

## **8. Managing Invigilators and Exam Days**

### **8.1 Managing invigilators**

External invigilators will be used for all external exam supervision.

The recruitment of invigilators is undertaken by the Exams Office.

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

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

Invigilators are timetabled and briefed by the exams office and invigilators' rates of pay are set by the centre administration.

### **8.2 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.

The Lead Invigilator, Exams Officer, Senior Staff and HOD may start exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted. Staff must follow the very strict JCQ Regulations regarding persons present in an examination room.

Exam papers should not be read by subject teachers, if this does happen the teacher must then invigilate the examination for the first 1 hour of the published starting time. Examination

papers must not be removed from the exam room before the end of a session. Papers will be distributed to heads of department when all candidates have completed the exam.

In practical exams subject teachers may be on hand in case of any technical difficulties.

## **9. Candidates, Clash Candidates and Special Consideration**

### **9.1 Candidates**

The centre's published rules on acceptable dress, behaviour and JCQ regulations regarding the candidates' use of mobile phones, watches 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.

A candidate who arrives a few minutes late may be admitted to the exam room if it will not cause a major disturbance to other candidates.

They will be allowed the full amount of time for the exam providing invigilators can stay past the scheduled end time.

If a particular candidate is a persistent offender when they will have the remainder of the time only. This is to prevent a lax attitude to attending in a timely fashion.

Candidates who arrive *very late* will be kept under supervision by a member of staff until it can be established that the timetabled room and invigilation is robust or other arrangements have been made.

If candidates are *very late* the **Form JCQ/VLA-Report** must be completed and sent to JCQ **not** the Examiner.

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 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.

### **9.2 Clash candidates**

The exams officer is responsible for sorting out clashes with candidates, including those who need overnight supervision.

### **9.3 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, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five 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.

## **10. Coursework/Controlled Assessment and Appeals against internal assessments**

### **10.1 Coursework/controlled assessment responsibilities**

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

#### **Senior leadership team**

Are responsible for managing the safe and secure conduct of non-examination assessments and the compliance with JCQ guidelines and awarding bodies' subject-specific instructions.

#### **JCQ Instructions for conducting non-examination assessments (new GCE & GCSE specifications)**

- Will map overall resource management requirements for the year. As part of this resolve:
  - clashes/ problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a school diary of events

#### **Heads of department**

- Decide on the awarding body and specification for a particular subject.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable alternative accommodation for example booking ICT rooms, Art Rooms, Dance Studio or any other room required.
- Where technical or specialist support may be needed, such as Art assessment – arrange suitable staffing
- Where high level control is required – liaise with the Exams Officer and Site Team for chairing a suitable venue.
- If high control seating is required communicate location and seat numbers to students.

#### **Teaching staff**

Understand and comply with the general guidelines contained in the JCQ publication **JCQ Instructions for conducting non-examination assessments (new GCE & GCSE specifications)**

- Understand and comply with the awarding body specification for conducting non examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded – see Appendix A.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

### **Exams office staff**

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are **directly received** by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines, or make electronic submissions as per individual Examination Board requirements.

### **Special educational needs coordinator/additional learning support**

- SENCO to ensure access arrangements have been applied for.
- Work with Heads of Department and teaching staff to ensure requirements for support are met.
- Keep appropriate records to "Paint a Picture of Need".

## **10.2 Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained 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 30 June 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.

## **11. On Screen Tests**

The centre may have to conduct on screen tests where they form part of the assessment of a particular specification. The Head of Department will ensure that the centre is authorised, by

the relevant Awarding Body, to offer on screen testing if it is a requirement for assessment in their particular subject.

### 11.1 **Security & Responsibilities**

The following apply to all confidential materials relating to the administration and delivery of on- screen testing and are in addition to section 1.5 of the Instruction for Conducting Exams publication.

Frances Bardsley Academy will have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination material (ICT department).

Electronic test/examination materials and candidate passwords will be stored securely at all times. Candidate I.D. and password entry will be checked by the invigilator.

Confidential material (including discarded print-outs) will be kept secure throughout the examination window (Exams Officer/ICT department).

Frances Bardsey Academy will maintain the confidentiality of candidate responses and candidate details. (Exams Officer/ICT department).

Frances Bardsey Academy will have appropriate security systems and procedures in place to prevent candidates using computers, laptops or tablets in examinations having unauthorised external communication with other users off computers, laptops or tablets.

### 11.2 **Timetabling of tests**

Test sessions will take place according to the timetable and will be restricted to the scheduled period. (Exams Officer/ICT department).

Sessions will be planned before the examination date, taking into account that access to the tests will be restricted to the test window by the software (ICT department.)

Candidates will be informed which room and session they must attend (Exams Officer/ICT department).

### 11.3 **Use of calculators**

The instructions set out in the JCQ ICE publication, apply to all on-screen tests unless stated otherwise in the appropriate awarding body's subject-specific instructions.

### 11.4 **Resources**

Frances Bardsley Academy will ensure that sufficient work stations are available, including at least one replacement computer and printers where required. The equipment must be fit for purpose and must be checked by a competent person before use (ICT department).

One workstation will be designated as a "control centre", which will be monitored by an invigilator or a member of the ICT dept. If more than one test is being conducted at the same time, an additional "control centre" will be used.

There will be appropriate policies and procedures in place to: (ICT department)

- Protect the security of the hardware and software which is used to deliver electronic tests;
- Hold candidate assessment outcomes;

- Protect the network in which it operates.

Management of the secure test environment in which on-screen tests operate will be robust and will ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required (ICT department).

### 11.5 **Accommodation**

Frances Bardsley Academy will ensure an appropriate assessment environment (ICT department).

Where computers are used for assessment purposes the head of centre will be responsible for ensuring that health & safety laws are followed. Particular attention will be given to:

- Electrical safety;
- Environment, heat, light and ventilation;
- User comfort and safety, such as the position of screens

The arrangements of workstation and the position of the invigilator's desk will facilitate the detection of any unauthorised activity by candidates.

The layout of the room for on-screen tests cannot be specifically defined, since there will be a number of solutions to organising work stations within the space available. When planning the layout of the room, the following limitations will be considered;

- The distance between the screens as defined in the ICE regulations
- The division of the work space to allow any permitted additional materials to be used
- The use of booths, screens or partitions whether temporary or permanent
- Impact on invigilation requirements
- Ratio of invigilators

Candidates will not be permitted to change seats unless asked to do so by the invigilator.

### 11.6 **Invigilation arrangements**

There will be at least one invigilator for each group of 20 candidates or fewer taking computer based and on-screen tests, unless an awarding body has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exam officers discretion to ensure that all candidates are in view at all times.

Technical help should be available throughout the tests in case of hardware/software issues and to assist with the invigilation of the test.

Unless permitted by the awarding body's subject-specific instructions, there should be no access to:

- The internet;
- E-mail
- Data stored on the hard drive; portable storage media;
- Pre-prepared templates

A signed record of the seating plan will be kept.

During a test, work stations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates must be closely supervised so as to ensure they have access to only their work.

### 11.7 **Emergencies**

Frances Bardsley Academy will ensure that candidates are closely supervised if an evacuation is necessary. Reference will be made to any software specific instruction to safeguard the security of assessments content and responses.

Procedures for dealing with hardware, software and communication failures should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme circumstances it may be preferable to provide paper assessment.

Procedure for restarting an assessment after an unplanned break should ensure that the invigilator:

- Controls the restart;
- Re-sets the timing
- Ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

### 11.8 **Finishing the examination**

Frances Bardsley Academy will ensure that all candidates work is saved and secure from unauthorised access (ICT department).

All other examination material, including copies of candidates work, additional print-outs and question papers will be collected by the invigilator and stored in a secure place.

Any common user areas accessible to candidates will be cleared of all work saved during the examination immediately after each session.

Candidates areas will be removed at the end of the exam window or after each session if feasible, whichever strategy is adopted, Frances Bardsley Academy will ensure that the user areas of those candidates who have already sat the exam cannot be access by candidates who are scheduled to sit the exam in later sessions within the window. Particular care should be taken where networked stations are used to prevent work being accessible via shared folders.

Different passwords will be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their password secret (ICT department).

Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so, but must be supervised at all times.

Scrap paper used by candidates will be collected and destroyed.

## 12. Results, Enquiries About Results (EARs), Access to Scripts (ATS) and Appeals

### 12.1 Results

Candidates will receive individual results slips on results days in person at the centre.

Arrangements for the school to be open on results days are made by the exams officer.

### 12.2 EARs

EARs may be requested by centre staff, candidates or their parents/carers if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate or their parents/carers may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

(See section 5: Exam fees)

### 12.3 Appeals

Appeals can be requested by centre staff, candidates or their parents/carers if there are grounds for appeal in accordance with awarding body appeals policy. Appeals can only be submitted by the Head of Centre following an EAR.

Where the centre does not uphold an appeal request, a candidate or their parents/carers may apply to have an appeal submitted. If a candidate requires this against the advice of the centre, they will be charged.

(See section 5: Exam fees)

### 12.4 ATS

After the release of results, subject staff may request the return of papers as long as it is within the JCQ deadline. Candidates may also request the return of papers for which they must pay the fee.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

If staff are requesting the return of script for teaching purposes the consent of the candidate must be obtained.

GCSE, AS/A level re-marks cannot be applied for once a script has been returned.

### 12.5 Certificates

Certificates are presented in person on Speech Night. "A" level certificates not collected in person are posted (recorded delivery).

Year 11 are sent recorded delivery provided the candidate provides the postage.

Certificates may be collected on behalf of a candidate by a third party, provided that written authorisation by the candidate is received by the Exams Officer.

Certificates are not withheld from candidates who owe fees.

The centre is obliged to keep certificates for one year only and then they may be disposed of.

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**Head of centre**

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**Exams officer**

## Appendix A

### Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Frances Bardsley Academy is committed to ensuring that whenever its 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. Frances Bardsley Academy 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.

1. Frances Bardsley Academy 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. Frances Bardsley Academy 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. Frances Bardsley Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Frances Bardsley Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Frances Bardsley Academy 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. Frances Bardsley Academy 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. Frances Bardsley Academy 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 Frances Bardsley Academy and is not covered by this procedure.