



RAINFORD  
HIGH

## Exams Policy

### **Everyone Matters**

We expect our community to be polite and respectful

### **Everyone Helps**

We expect our community to make sensible choices

### **Everyone Succeeds**

We expect our community to work hard

<b>Guidance Owner</b>	Exams officer and Vice Principal
<b>Scope of the Policy</b>	Rainford High
<b>Written/last reviewed</b>	<b>October 2020</b>
<b>Next review due</b>	<b>October 2021</b>
<b>Summary of key changes</b>	COVID 19 Section included

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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 every year.

The exams policy will be reviewed by 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

**The head of centre:**

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

**Exams officer<sup>1</sup>:**

- manages the administration of internal exams and/or external exams
- advises the senior leadership team, subject and class tutors, 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 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.

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

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- 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 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.

**Heads of curriculum** 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 assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **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 put in place exam day arrangements
- 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.

**Lead invigilator/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 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 of Centre and head of 6<sup>th</sup> form.

The types of qualifications offered are GCSE's, GCE's, Btec First qualifications, Btec Nationals qualifications, Cambridge Technical qualifications, Cambridge National qualifications and NCFE qualifications.

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 5<sup>th</sup> September 2018

Informing the exams office of changes to a specification is the responsibility of the Subject teacher/curriculum head.

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

#### Exam series

Internal exams (mock or trial exams) and assessments are scheduled in November exam series.

External exams and assessments are scheduled in November, January and June exam series.

Internal exams are held under external exam conditions.

The Head of centre *decides* which exam series are used in the centre.

The centre may offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Centre and the Head of 6<sup>th</sup> Form.

#### Exam timetables

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

- 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 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.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- 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 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.

### **Entries, entry details and late entries**

*Candidates or parents/carers may 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, briefing meetings*.

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 Head of Centre.

*GCSE re-sits are allowed at the expense of the student/parent/carer.*

*AS re-sits are allowed at the expense of the student/parent/carer.*

*A level re-sits are allowed at the expense of the student/parent/carer.*

*Principal Learning re-sits are allowed at the expense of the student/parent/carer.*

*Functional skills re-sits are allowed at the expense of the student/parent/carer.*

Re-sit decisions will be made by the head of centre *in* consultation with curriculum heads.

## **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 actions well in advance for each exams series.

*GCSE entry exam fees are paid by the centre*

*AS entry exam fees are paid by the centre,*

*A level entry exam fees are paid by the centre*

*Principal Learning entry exam fees are paid by the centre*

*Functional skills entry exam fees are paid by the centre*

Late entry or amendment fees are paid by the centre (chargeable to departments budgets)

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

## **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 to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENCo in conjunction with the 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 SENCo

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 Exams Officer

### **Contingency planning**

Contingency planning for exams administration is the responsibility of the Exams officer

Contingency plans are available via, briefing meetings, the school intranet *and are in line with* the guidance provided by Ofqual, JCQ and awarding organisations.

### **Private candidates**

*Managing private candidates is the responsibility of the Head of 6<sup>th</sup> Form.*

### **Estimated grades**

Subject teachers/Curriculum heads 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 examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Exams Officer.

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

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

Invigilators' rates of pay are set by the Business Manager.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer/assistant exams officer.

## **Malpractice**

The head of centre in consultation with the exams officer 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 1 week prior to the start of the exam series.

The Exams officer/ exams assistant along with the invigilators 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 in the exam room 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 and no later than 48 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the exams assistant.

## **Candidates**

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Year.

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 SLT.

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

### **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's Exam board 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.

### **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 7<sup>th</sup> May(GCE)/11<sup>th</sup> May(GCSE) 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.

**Learner grades will be inputted and submitted by the Examinations Officer with the support of the Head of Department. These grades will then be subject to an additional scrutiny and cross-referencing before submission.**

### **Results**

Candidates will receive individual results slips on results days,

- in person at the centre
- collected and signed for

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 Head of Centre.

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

### **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, 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 subject teacher/curriculum heads.

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 officer/exams assistant 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 14 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of Exams officer/exams assistant.

### **Certificates**

Candidates will receive their certificates

- in person at the centre

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 1 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.

## **Covid 19 Guidance:**

### **Engagement with NHS Test and Trace**

You must make sure that you understand the NHS Test and Trace process and that you've read the guidance on [how schools should respond to any infections](#).

Your school or college will need to collect and keep contact information for candidates and invigilators so that you can share it with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the school or college. Every exam will have a seating plan, so you can add the names of the invigilators and cross reference them to the contact details you hold for candidates and invigilators.

### **Arrival and departure of candidates**

Candidates should read the [safer travel guidance](#) before planning their journey to their exam, especially where the exam is being held in a location to which the candidate does not normally travel.

As candidates arrive before the scheduled start time of exams, you will need to keep them separate from other students arriving at the school or college.

You should identify a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.

You should also make sure that any candidates who arrive late for the exam follow social distancing measures.

You will need to make sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, you will need to take into account any candidates who need extra time in exams.

These considerations apply wherever the exams are taking place - whether in a school, college, private exam centre or another venue booked specifically for the purpose of taking exams. Where alternative locations are used to run exams, you will still need to manage the

arrival and departure of candidates to make sure they maintain social distancing as they wait for exams, including from other members of the public who may be present in entry lobbies.

## **Cleaning**

Exam rooms should be kept clean. Frequently touched surfaces (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

Rooms do not need to be left empty between exams, provided they are cleaned properly each time.

The [guidance for cleaning non-healthcare settings](#) sets out advice on general cleaning and on cleaning settings when there has been a suspected case of coronavirus (COVID-19).

## **Set up of the exam room**

Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's [Instructions for Conducting Examinations](#). This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation.

All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, should be seated 2 metres apart from each other. These candidates can be seated in the same room.

There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.

The importance of adequate ventilation should also be considered when selecting the room for exams. Good ventilation is important and you should maximise this wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in particular). For more advice, read the Health and Safety Executive [guidance on air conditioning and ventilation during the coronavirus \(COVID-19\) outbreak](#).

Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.

## Face coverings

Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

Candidates and invigilators should wear face coverings in communal areas if the exam centre is in an area of local intervention, or if you have chosen to use face coverings in communal areas.

For more information, read the guidance on [face coverings in education](#).

Everyone who uses public transport to travel to exams should follow the requirements for wearing face coverings.

## Invigilators

Your school or college will have protocols in place for visitors and temporary staff. Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff. Further guidance about supply and peripatetic staff is in the school workforce section of the [actions for schools during the coronavirus \(COVID-19\) outbreak](#).

Before the exams, you will need to tell invigilators what they need to do to minimise contact and maintain as much distance as possible from other staff.

Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.

## Maintaining distance between staff and candidates

You should advise invigilators and other staff to stand alongside candidates when interacting with them, rather than face to face.

For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams.

If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff

should take mitigating measures, such as standing alongside the candidate and considering using a face covering.

### **Candidate health**

The [guidance for households with possible or confirmed coronavirus \(COVID-19\) infections](#) applies throughout.

### **School and college action**

Schools and colleges must take swift action when they become aware that a candidate entered for the autumn series exams has tested positive for coronavirus (COVID-19). They must follow the guidance outlined in [actions for schools during the coronavirus \(COVID-19\) outbreak](#). The guidance explains that schools and colleges can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

### **Candidates with symptoms**

Any candidate with symptoms of coronavirus (COVID-19) must stay at home for 10 days from the onset of symptoms and must not leave their homes. The most important symptoms of coronavirus (COVID-19) are the recent onset of either a:

- new continuous cough
- high temperature
- loss of, or change in, their normal sense of taste or smell (anosmia)

Candidates should stay at home and [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Candidates will be unable to take exams during their period of isolation. If the candidate is not tested for coronavirus (COVID-19), they must isolate for 10 days from the onset of symptoms.

Where candidates are isolating in line with public health advice

Where a member of the candidate's household is symptomatic, the candidate must isolate for 14 days from the onset of their household member's symptoms. They cannot take exams

during that period. This also applies if the candidate is asked to isolate following contact with someone with the virus. Candidates cannot take exams during their period of isolation.

Candidates in quarantine following certain foreign travel must not attend exams during their period of quarantine. See guidance on [travel corridors](#) for an up to date list of countries where quarantine is not required in England.

### **Where a candidate has a negative test**

Candidates should follow guidance about their [coronavirus \(COVID-19\) test result](#) when they receive a negative test. The guidance sets out the circumstances where candidates do not need to self-isolate. They can attend exams in these circumstances.

Candidates who are clinically extremely vulnerable from coronavirus (COVID-19)  
Candidates who are clinically extremely vulnerable should refer to the [shielding guidance](#).

### **Reasonable adjustments**

Schools and colleges must, under their Equality Act obligations, continue to make reasonable adjustments for candidates with special educational needs and disabilities.

JCQ, on behalf of its exam board members, publishes extensive guidance about how schools and colleges can support candidates with special educational needs and disabilities who may need reasonable adjustments in order to take their GCSE, AS or A level exams. JCQ has published [supplementary guidance](#) to cover the autumn 2020 exam series.

The support that candidates would have had in place for summer 2020 exams will roll forward until the end of the autumn exam series. Timescales have been published for reasonable adjustment applications for those candidates whose circumstances have changed or new needs have arisen.

The special educational needs coordinator (SENCo) will need to ensure that the access arrangement is still appropriate, practicable and reasonable.

In the event of a candidate's circumstances changing, the SENCo may (where required) need to produce evidence and process an online application.