



Limehurst Academy

Examinations Policy

This policy is reviewed annually to ensure compliance with current regulations.

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Introduction

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

The Policy will be reviewed on an annual basis by the Assistant Headteacher (Standards) and the Examinations Officer.

Where references are made to the Joint Council for Qualifications (JCQ), further details can be found at <http://www.jcq.org.uk/>.

1. Aims of the Policy

- 1.1. The policy aims to give guidance on the various aspects of the work and procedures of the Examinations Office;
- 1.2. The policy sets out Limehurst Academy's commitment to ensuring that examinations are conducted in accordance with the regulations set out by the Awarding Bodies and the JCQ;
- 1.3. Ensure the operation of an efficient Examinations system with clear guidelines for all staff;
- 1.4. Ensure the operation of an efficient Examinations system with clear guidelines for all students;
- 1.5. Any issues that arise and is not covered by the policy will be resolved by the Assistant Headteacher (Standards) and the Examinations Officer.

2. Exam Responsibilities

2.1. Head of Centre

- 2.1.1 Has overall responsibility for the school as an Examinations Centre and advises on final decisions in regards to appeals, re-marks, and issues affecting examinations at the school;
- 2.1.2 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';
- 2.1.3 Will delegate responsibility for the administration of examinations in their centre to the Examinations Officer.

2.2. Examinations Officer

- 2.2.1 Manages the administration of all internal and external examinations;
- 2.2.2 Informing staff and students of exam related Policies as set by the Academy, Awarding Bodies and the JCQ;
- 2.2.3 Applying for approval for any new courses being introduced;
- 2.2.4 Timely provision to Awarding Bodies of entries, estimated entries, controlled assessment/non-exam assessment marks and any other information needed;
- 2.2.5 The production and distribution to all centre staff and students of key dates in the examinations cycle;
- 2.2.6 Production of exam timetables for staff and individual timetables for students;
- 2.2.7 Identification and management of timetable clashes;
- 2.2.8 Receives, checks and stores securely all exam papers and completed scripts are dispatched as per the guidelines;
- 2.2.9 Administration of Access Arrangements and Special Consideration in accordance with the JCQ publication for Access Arrangements & Reasonable Adjustments;
- 2.2.10 Planning and management of all external examinations including staffing and room allocation;

- 2.2.11 Planning and management of Year 11 mock examinations including staffing and room allocation;
- 2.2.12 Control of the Examinations Budget;
- 2.2.13 Recruitment, training and management of the invigilation team;
- 2.2.14 Ensuring all controlled assessment/non-exam assessment marks and work are submitted by the deadline;
- 2.2.15 Dispatches, stores and tracks coursework/controlled assessment/non-exam assessments;
- 2.2.16 Management of all suspected incidents of malpractice including student discipline, staff involvement and reporting to the relevant Awarding Body;
- 2.2.17 Administration of results, post-results services and the dissemination of exam results and certificates to students;
- 2.2.18 Maintenance of relevant systems and processes.
- 2.2.19 Updating various policies required by the JCQ.

2.3 Head of Department/Teachers

- 2.3.1 Reading and understanding the policies and procedures set out by the Examinations Officer, mainly including the Examinations Policy, the Controlled Assessment/Non-exam Assessment policy and the internal appeals procedure;
- 2.3.2 Reading and understanding the information set out in Awarding Body specifications and the subject area of their website;
- 2.3.3 Informing the Examinations Officer of any changes in qualifications being offered, including, Awarding Body changes and/or new courses;
- 2.3.4 Guidance and pastoral oversight of students who are unsure about exam related queries;
- 2.3.5 Accurate completion of entries to meet the Awarding Body deadlines;
- 2.3.6 Accurate completion of controlled assessment/non-exam assessment work including mark sheets and declaration sheets to meet the Awarding Body deadlines;
- 2.3.7 Reporting any malpractice or plagiarism found during the coursework completion or controlled assessment/non-exam assessment tasks to the Examinations Officer;
- 2.3.8 Ensuring that any students that have Access Arrangements are reported to the SENCO and that any arrangements that are permitted, are allowed during class and/or mock tests as this is the normal way of working for the student. Please note that for certain subjects, this may not be permitted, please refer to your subject specifications or consult with the Examinations Officer;
- 2.3.9 Decisions on post-results services;
- 2.3.10 Invigilating where cover is needed.

2.4 Special Educational Needs Co-ordinator (SENCO)

- 2.4.1 Identifies or receives information from teachers about students with special educational needs;
- 2.4.2 Arranges for the testing of these students with the Access Arrangements Assessor;
- 2.4.3 Identifying and testing of Access Arrangements in accordance with the JCQ publication for Access Arrangements & Reasonable Adjustments;
- 2.4.4 Meeting the Awarding Body deadlines;
- 2.4.5 Notifies the Examinations Officer with the forms and documentary evidence that an Access Arrangement needs to be applied for. This includes details for normal way of working;
- 2.4.6 Notifies the student once approval comes through for an access arrangement;
- 2.4.7 Provides the necessary support for students during examinations;
- 2.4.8 Ensures that the confidentiality of responses must be maintained at all times.

2.5 English as an Additional Language Co-ordinator (EAL)

- 2.5.1 Identifies students who have EAL;
- 2.5.2 Completes the Access Arrangement Summary Form;
- 2.5.3 Notifies the Examinations Officer;
- 2.5.4 Notifies the student once approval comes through;

- 2.5.5 Provides the necessary bi-lingual dictionaries for students during examinations;
- 2.5.6 Informs the Examinations Officer of any students that need to be entered in a GCSE examination for their first language.

2.6 Invigilators

- 2.6.1 Assisting the Examinations Officer in the efficient running of the Examinations in accordance with the JCQ regulations;
- 2.6.2 Reading, understanding and adhering to the 'Invigilation Guidance' document provided by the Examinations Officer;
- 2.6.3 Let the Examinations Officer know in advance if not available to do allocated sessions;
- 2.6.4 Attend an Invigilator Training Day;
- 2.6.5 Ensure they arrive on time for allocated sessions;
- 2.6.6 Report any incidents or suspected malpractice to the Examinations Officer immediately;
- 2.6.7 Collection of exam papers and other material from the Examinations Office before the start of an exam;
- 2.6.8 Collection of all examination papers in the correct order at the end of the exam and ensuring they return it all to the Examinations Officer.

2.7 Students

- 2.7.1 Attend all lessons to ensure they are entered by their teacher for Examinations;
- 2.7.2 Understanding and conducting themselves in all regulations relating to Examinations, Controlled Assessments and Non-exam Assessments set out by Limehurst Academy and the JCQ;
- 2.7.3 For controlled assessment/non-exam assessment sign a declaration sheet confirming that the work is their own;
- 2.7.4 Bringing the necessary equipment for each exam, i.e. black pen, ruler, pencil, eraser, sharpener, calculator (where permitted);
- 2.7.5 Ensuring they arrive on time for the exam;
- 2.7.6 Follow instructions from invigilators at all times.

3. Qualifications Offered

- 3.1 The qualifications offered at Limehurst Academy are decided by the Heads of Department and Senior Leadership Team;
- 3.2 The subjects offered for these qualifications in any academic year will be found on our website and in the options booklet;
- 3.3 The Examinations Officer will at the start of the year, request from Heads of Department confirmation of all the courses that the departments are offering with details of which Awarding Body and specifications are being studied;
- 3.4 It is the responsibility of the Head of Department to inform the Examinations Officer of any changes in Awarding Body and/or specification.

4. Examination Entries

- 4.1 The Examinations Officer will make available, in SIMS, mark sheets for teachers to make entries;
- 4.2 The Examinations Officer will circulate via email and briefing any deadlines for final entries;
- 4.3 Once the deadline has passed, mark sheets will be locked and no further entries can be made. Any entries that incur a late fee will be charged to the department;
- 4.4 Where a students' attendance is a concern, SLT will make a decision on whether the student should be entered;
- 4.5 Decisions on whether a student should be entered or not due to other circumstances will be made by the HoD and SLT;
- 4.6 The Examinations Officer will send out a list of all entries that have been submitted to the HoDs. The subject teachers should check these lists and make sure that all their entries

are correct. The teacher/HoD should contact the Examinations Officer immediately if there are any changes. Any changes that incur a fee will be charged to the department. Please see the section on Fees;

- 4.7 Students, parents or carers cannot request a subject entry, change of level or withdrawal;
- 4.8 We do not accept any private candidates;
- 4.9 We do not act as an Examinations Centre for any other organisations;
- 4.10 Re-sit decisions will be made by HoDs in consultation with SLT;

5. Examination Fees

- 5.1 GCSE exam entry fees are paid for by the centre;
- 5.2 Departments will be charged for any late entries and amendments made after the deadline. If an administration error is made by the Examinations Officer, the department will not be charged the late or amendment fee;
- 5.3 Fee re-imbursements can be sought from students for the reasons below, unless appropriate medical evidence or other extenuating evidence is brought in:
 - Fail to sit an exam
 - Fail to complete their controlled assessment/non-exam assessment
- 5.4 Where a re-sit has been granted a decision will be made as to who will pay the fees i.e. the student or the school;

6. Exam timetable

- 6.1 All external examinations will be taken in the summer, i.e. May – June;
- 6.2 Controlled Assessments/Non-Exam Assessments will be taken during the course of the 2 years i.e. from year 10 to 11, dates and times are set by Head of Department;
- 6.3 We do not offer any assessments on an on-demand basis, however, if this becomes available, a window will be agreed by the Examinations Officer;
- 6.4 Mock examinations held in year 11, will be held under external exam conditions, dates and times for these will be communicated to staff and students in advance of these examinations;
- 6.5 Other internal examinations will not be held under external exam conditions, unless it has been agreed with the Assistant Headteacher (Standards);
- 6.6 A copy of the timetable will be available on the website, on the staff calendar and will be circulated via email to all staff;
- 6.7 Individual student timetables will be produced and distributed in April for the summer exam series;
- 6.8 If there is an error or omission from a student's timetable they must see the Examinations Officer immediately;
- 6.9 Where a student has a clash between 2 or more exams the Examinations Officer will advise the student, in writing, of how this clash will be resolved. Where possible these exams will run back-to-back, subject to a maximum of 3 hours of exams within one session. Where the total time exceeds this time limit then one or more exams will be moved to either an earlier or later session subject to JCQ guidelines. Any student with a clash will be kept under supervision until all of the clash exams are completed.

7. Access Arrangements

- 7.1 All Access Arrangements will follow the guidelines in the JCQ Access Arrangement and Reasonable Adjustments booklet;
- 7.2 Where a student has a SEN statement or any other evidence prior to year 9; the SENCO will arrange for the student to be tested by the Access Arrangement Assessor in Year 9;
- 7.3 The SENCO together with subject teachers will start to build a picture of need for students that have a report, on the Access Arrangement Summary Form (AASF). Any access arrangements must be the student's normal way of working i.e. in class tests, mocks etc.;
- 7.4 If it is not the student's normal way of working, the access arrangement cannot be granted to that student. The only exception to this rule is if there is a temporary injury at the time of the exam;

- 7.5 Any last minute applications for Access Arrangements may be refused by the SENCO and Examinations Officer on the grounds of 'It is not the normal way of working'. This is in line with the regulations that we have to adhere to set by the JCQ;
- 7.6 The AASF, Data Protection Notice and either Form 8 or Form 1 or any other evidence must be brought to the Examinations Officer by the SENCO/EAL Co-ordinator by the deadline in order for an application to be made to the Awarding Body;
- 7.7 For students that require a bi-lingual dictionary, the EAL Co-ordinator needs to complete an AASF and data protection form and return to the Examinations Officer;
- 7.8 The Examinations Officer will notify the SENCO/EAL Co-ordinator and all staff of the arrangements that have been approved;
- 7.9 The Examinations Officer will notify the SENCO of exam dates and times for students and where support will be needed;
- 7.10 The SENCO will organise the necessary support;
- 7.11 Rooming and Invigilation is the responsibility of the Examinations Officer;
- 7.12 Students who require bi-lingual dictionaries, will be given a clean copy in their examinations;
- 7.13 Where a student has been resident in the UK for less than 2 years at the time of the exam (holiday periods are included in this 2-year rule), the student may be eligible for extra-time. If a dictionary is not permitted or the student chooses not to use the dictionary, extra-time will not be allowed.

8. Controlled Assessment/Non-Exam Assessment

- 8.1 The Examinations Officer follows guidance set out by the Awarding Bodies and the JCQ;
- 8.2 HoDs must ensure that controlled assessments/non-exam assessments are conducted according to guidance and regulations set out in the Controlled Assessment Policy and/or the Non-Exam Assessment Policy, Awarding Body specifications or guidance;
- 8.3 Any established, suspected or alleged collusion or misconduct during the preparation of controlled assessment work must be reported to the Examinations Officer;
- 8.4 When the marks for centre assessed components are revealed to students it is important to emphasise that the marks are provisional and are subject to adjustment by the Awarding Body;
- 8.5 If a student wishes to appeal against the teachers marks for controlled assessment/non exams assessment components then they must follow the Internal Assessment Appeals Procedure (available on our website);
- 8.6 The Examinations Officer will provide guidance to the deadlines and process of submitting marks to the Examinations Officer;
- 8.7 Please see the separate documents Controlled Assessment Policy, Non-Exams Assessment Policy and Internal Appeals procedure which are available on our website.

9. Conduct of Examinations

- 9.1 Unless otherwise notified all morning examinations start at 9:15am and all afternoons start at 2.00pm;
- 9.2 The Examinations Officer follows guidance and procedures laid down in the JCQ and Awarding Bodies regulations;
- 9.3 Students are not allowed to take any prohibited materials into the examination room. This includes bags, outdoor clothing, notes (unless permitted), mobile telephones (even if it is switched off) or any other electronic device (e.g. Personal stereo), Students' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage;
- 9.4 Calculators may be used in exams and tests where they are not prohibited;
- 9.5 Students must stay for the full duration of the exam;
- 9.6 Students will have an ID card placed on their exam desk at the start of an exam, this is used to identify students.
- 9.7 The Examinations Department will ensure that the exam venue is suitable and that all necessary verbal statements are made prior to the start of each exam;

- 9.8 Exam rooms will be booked as early as possible and notification given to the relevant staff including the Site Manager in order to setup the rooms;
- 9.9 The invigilators will start and finish all examinations in accordance with JCQ guidelines;
- 9.10 Students will remain in the examination room for the whole of the timetabled length of an examination. The only exceptions to this rule are:
 - a) a student takes ill and is considered unfit to continue the examination;
 - b) if a student's behaviour contravenes the awarding bodies regulations,All such cases must be reported to the Examinations Officer;
- 9.11 Subject staff may be present at the start of the exam however are not allowed to read or take any of the papers from the exam room. This is to maintain exam integrity. All spare papers will be given to the relevant HoD as soon after the exam as possible;
- 9.12 If the fire alarm rings during an examination the invigilators will escort the students from the building and follow the JCQ's regulations for such an event – please see appendix 1 at end of this page for the Fire Evacuation Procedure;
- 9.13 The Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies working in conjunction with other office staff;
- 9.14 Please see separate documents Students & Parents Guide and Invigilator Guidelines which are available on our website.

10. Invigilation

- 10.1 The Assistant Head (Standards) and the Examinations Officer are responsible for recruiting invigilators. All appointments are subject to a Disclosure and Barring Service (DBS) check and any references;
- 10.2 Invigilators rates of pay are set by the Governing Body;
- 10.3 The Examinations Officer will notify invigilators of sessions available. If an invigilator is unable to make a session, they should notify the Examinations Officer immediately so that alternative arrangements can be made;
- 10.4 Invigilators must attend a Training session which will be run by the Examinations Officer;
- 10.5 Invigilation will be organised on the basis of one invigilator per thirty students or part thereof, subject to a minimum of 2 invigilators in a room, or one in a room and one in the corridor;
- 10.6 Invigilators will not normally be allowed to be the sole invigilator in an examination room unless they have completed the appropriate training and have been cleared to do so by the Examinations Officer;
- 10.7 A subject teacher cannot be the sole invigilator in a room of an exam in the same subject that he/she teaches;
- 10.8 Staff must not undertake any activity such as marking, reading or eating whilst invigilating a public examination.
- 10.9 Please see separate document Invigilator Guidelines which is available on request from the Examinations Officer.

11. Students

- 11.1 The Examinations Officer will provide an exam timetable and a 'Guidance to students and parents' booklet to each student entered for an exam;
- 11.2 The student must read carefully, any documentation given to them as this will detail all the rules and regulations. Failure to read these will not be accepted as an excuse for not adhering to exam rules and regulations;
- 11.3 A formal briefing on exam regulations will be given by the Year head, Examinations Officer or SLT;
- 11.4 Where a student has a clash, the Examinations Officer will provide details in regards to this;
- 11.5 Any malpractice or disruptive behaviour will be dealt with in accordance with JCQ guidelines;

12. Special Consideration

- 12.1 Where a student has suffered some unexpected disadvantage in an examination the Examinations Officer will apply to the Awarding Body for special consideration for the student. This includes illness immediately prior to the exam or during the exam, recent serious domestic crisis, accidents and other cases as specified by the JCQ. Anybody wishing to request that Special Consideration is applied for must speak to the Examinations Officer before the exam in question or as soon as possible after. Applications must be made within seven days of the affected exam. In certain cases, medical evidence will be required.

13. Examination Results

- 13.1 The Examinations Officer receives examination results by EDI the day before the official publication date of results. The results received before the official publication dates are confidential to the Head of Centre and the Examinations Staff until 6:00am on the official publication date. The Examinations Officer will not release results to any other staff before the official publication date and time;
- 13.2 Students will receive an individual results slip. Results will only be given to students. Alternative methods of collection are provided in the Student & Parents Guidance booklet;
- 13.3 Arrangements for the centre to be open on results days are made by the Head of Centre and will be communicated to students closer to the time;
- 13.4 The provision of the necessary staff to distribute results to students on results days is the responsibility of the Examinations Officer;

14. Enquiries about Results (EARs) & Access to Scripts (ATS)

- 14.1 EARs and ATS may be requested by students and centre staff following the release of results. The final decision on whether to make an application lies with the HoD or SLT;
- 14.2 Enquiries about results either from students or staff must be processed through the Examinations Office. Neither teachers nor students should contact the Awarding Bodies themselves.
- 14.3 All requests for access to scripts and enquiries about results must be made by the published deadline. Forms for all Post-Results Services will be available from the day of results publication;
- 14.4 The cost of EARs or ATS will be paid by the centre or student according to the circumstances;
- 14.5 Centre staff may request original scripts for teaching purposes but will still require consent from the student;
- 14.6 An EAR cannot be requested once an original script has been returned.

15. Certificates

- 15.1 Students may receive their certificates:
- In person at the centre
 - Bring a stamped addressed envelope. The envelope must be A4 size and hard backed. The postage should cover recorded delivery. If any certificates are lost in the post you may be charged to gain a replacement.
 - Collected and signed for by a third party. Certificates can be collected on behalf of a student by third parties, provided they have written authority from the student to do so, and bring suitable identification with them that confirms who they are.
- 15.2 The centre retains certificates for 1 year after which they are destroyed. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a student agrees to pay the costs incurred.

Emergency Evacuation Procedure

The fire alarm will sound if there is an emergency. This will be in cases of fire, bomb threat etc. When the alarm is heard, staff and students must follow procedures to ensure their safety.

Where students are in an examination the invigilator or invigilation team must ensure that procedures are followed. The procedures are:

1. Ask students to stop writing, to remain calm and to maintain silence. They are still under exam conditions.
2. Take the seating plan that you have taken a register on and make a note of the time.
3. Lead students out of the exam room using the nearest fire exit, making sure that all belongings, scripts etc. are left in the hall.
4. The assembly point for students that are in an exam is the Ball court next to the Sports Hall. They must stand in row order as they do before going into the exam hall.
5. The Exams Officer and other available staff will meet you there to take a register and to ensure that students are not talking to one another.
6. When the all clear has been given, we will lead the students back into the Exam Hall where they will be given a few minutes to settle down and then we will continue with the remainder of the time.
7. All incidents will be reported to the Awarding Body.

Where the emergency means that students cannot re-enter the building and continue the exam, our contingency plan will come into effect. In all cases, advice will also be sought from the Awarding bodies.

