

Chilton Trinity Exams Policy



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The 11-16 exam policy

The policy purpose

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.

The exam policy will be reviewed every two years.

Exam responsibilities

Head Teacher

- Delegates the organisation of teaching and learning.
- Delegates the Management of external validation of courses followed at key stage 4.

Heads of Department are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to the Exams Officer.

The SEN Coordinator SENCo is responsible for:

- Identification and testing of candidates and 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 are responsible for:

- 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 their return to the exams office.

Candidates are responsible for:

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Qualifications

Qualifications offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The qualifications offered are GCSE, BTEC, Functional skills, Diploma, Entry Level Certificate, OCR Nationals, CACHE, ALAN and ASDAN.

The subjects offered for these qualifications in any academic year may be found in the centre's published Learning Pathways Booklet for that year. If there has been a change of specification from the previous year, the exams office must be informed by 28/06/2011.

Informing the exams office of changes to a specification is the responsibility of the Team Leader for the Department, prior to the start of the new academic year.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers and Team Leader.

Exam series and timetables

Exam seasons

Internal exams and assessments are scheduled in January, February, March and May.

External exams and assessments are scheduled in September, November, January, March, May and June.

Internal exams are held under external exam conditions, whenever possible.

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

On-demand assessments are to be scheduled in agreement with the Exams Officer.

Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for Internal exams and External exams, to both staff and students.

Entries, entry details and late entries

The QCDA recommends the use of the Exam fees estimator tool and the exemplar case study Reducing late exams entries: Practical advice from your exams office colleagues.

Candidates are selected for their exam entries by the Team Leader for the Department, following consultation with their team.

Candidates or parents/carers can request a subject entry, change of level or withdrawal in consultation with the Team Leader for the Department.

The centre accepts entries from external candidates, for particular community projects.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to the Team Leader for the Department via Email and by Memo.

Late entries are authorised by the Deputy Head and the Exam officer.

GCSE retakes are allowed, if the Team Leader for the Department authorises them and it is permitted by the awarding body.

Re-sit decisions will be made in consultation with the Team Leader for the Department and their Senior Leadership Team Links.

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.

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre and occasionally the Departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre, where the entry is supported by centre staff.

Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre and SENCo.

Access arrangements

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 can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCo, Doctor or Educational Psychologist/Specialist Teacher.

Making access arrangements for candidates to take exams is the responsibility of the SENCo and the Exams Officer.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer, in consultation with the SENCo.

Invigilation and support for access arrangement candidates will be organised by the SENCo and the exams officer.

Contingency planning

Contingency planning for exams administration is the responsibility of the Deputy Head.

Private candidates

Managing private candidates is the responsibility of the Team Leader for the Department.

Estimated grades

Team Leaders for their Department are responsible for submitting estimated grades to the Exams Officer when requested, before the deadlines.

Managing invigilators

Support staff and External staff are used to invigilate examinations.

These invigilators will be used for Internal exams and External exams.

Recruitment of invigilators is the responsibility of the Deputy Head and Exams officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Finance Department.

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

Invigilators are timetabled and briefed by the Exams officer.

Invigilators rates of pay are set by the Senior Leadership Team and Local Education Authority.

Malpractice

The Deputy Head 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 is responsible for setting up the allocated rooms.

The lead invigilator will start all 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 or sections are to be attempted.

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

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 the Team Leader for the Department at the end of the exam session.

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Invigilator.

Candidates are not permitted to leave the exam room early. Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

The Exams officer is responsible for handling late or absent candidates on exam day or subsequently.

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing 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.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

It is the duty of the Team Leader for the Department to ensure that all internal assessment is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams officer by the Team Leader of each Department.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Office.

Results

Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses if candidates have provided self-addressed envelopes.

Arrangements for the centre to be open on results days are made by the Head Teacher.

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

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.

If a result is queried, the Exams Officer, Team Leader for the Department, or Deputy Head will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

GCSE re-marks cannot be applied for once a script has been returned.

Certificates

Certificates are Presented in person at the annual Presentation Evening or collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

The centre retains the certificates.

Head of Centre

Exams Officer

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Date

The policy is next due for review on