

# St Julian's School

## Exam Policy and Contingency Plan

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September 2021  
Date

*Review Date – July 2022*

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**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
- to ensure a consistent and effective response in the event of major disruption to the examination system

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 by the Data Manager and Exams Officer.

Any amendments must be approved by the Head of Centre, Senior Leadership Team and Governing Body.

## 1. Exam Responsibilities

### Head of Centre (Headteacher)

Has the overall responsibility for the school as an exam centre, and must be familiar with the contents of JCQ's annually updated publications, in particular:

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

The Head of Centre ensures

- an Exams Officer is appointed (Head of Centre **MAY NOT** appoint themselves as Exams Officer)
- the Exam officer attends relevant awarding body training events, providing the latest updates on exam processes and procedures
- the security arrangements within the centre are managed to meet the JCQ Regulations and requirements
- they hold responsibility for reporting all suspicions or actual incidents of malpractice
- refer to the JCQ document '*Suspected malpractice in examinations and assessments*'
- they advise on appeals and re-marks

### Data Manager (DM) / Exams Officer (EO)

Manages the administration of public and internal examinations and assessments.

The EO must: be familiar with the contents of JCQ's annually updated publications, in particular:

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations
- JCQ Suspected Malpractice in Examinations and Assessments

### The EO:

- consults with the Senior Leadership Team, subject and class teachers and other relevant support staff annually on qualifications delivered, updated awarding body information, entry procedures and key dates as set by the JCQ & various awarding bodies
- 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
- maintains systems and processes to support the timely entry of candidates for their exams
- collates and confirms data on estimated entries with awarding bodies
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- identifies and manages exam timetable clashes
- receives, checks and stores securely all exam papers and completed scripts
- organises the logistics of the examination days, rooms, invigilation, appropriate environment.
- updates and maintains the Exam Entries/Exam Day Contingency Plan annually in case of emergency
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests

- consults with teaching staff to ensure that necessary coursework/non-exam assessments are completed on time and in accordance with JCQ guidelines
- tracks despatch of coursework/non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule
- works closely with the ALNCO in enabling access arrangements
- line manages invigilators, organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- accounts for income and expenditures relating to all exam costs/charges

### **Heads of Department (HoD)**

- provide EO with details of qualifications delivered, unit codes, cashin codes, exam series to be used
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures in accordance with deadlines
- accurate electronic input of coursework/non-exam assessments (NEA) marks
- ensuring coursework/non-exam assessments and declaration sheets are available for moderation
- ensuring coursework/non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection

### **Teachers**

- notification of candidates who possibly need access arrangements to ALNCO (as soon as possible after the school admission date)
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- submission of coursework/non-exam assessment marks to HoD/Exam Board secure website by the deadline

### **ALNCO**

- administration of access arrangements, including making applications and preparing/storing evidence for inspection purposes
- identification and testing of candidates' requirements for access arrangements according to regulations in JCQ Access Arrangements and Reasonable Adjustments.
- 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
- **Centre staff MUST NOT offer any access arrangements to candidates, any concerns must be directed to the ALNCO**

### **Invigilators**

- must attend a training/update session annually to keep informed of JCQ ICE rules and regulations
- must sign a declaration sheet stating whether they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- collection of exam papers and other material from the exams office before the start of the exam

- give all their attention to conducting the examination according to the JCE ICE regulations
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- ensuring all secure documents are returned to the exams officer after the exam

### **Candidates**

- understanding coursework/non-exam assessment regulations and signing a declaration that authenticates the work as their own
- understanding exam regulations

### **Administrative staff**

- support for the input of data
- posting of exam papers
- assisting with emergency evacuation of exam rooms

## 2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the head of centre, deputy head and heads of department.

All students in years 7-9 will sit the annual National Reading/Numeracy tests as set out by Welsh Government (unless disapplied).

All courses offered in years 10-13 can be found in the relevant Learning Pathways booklets and Curriculum Policy.

## 3. Exam Seasons and Timetables

### 3.1 Exam Seasons

Internal exams are scheduled in accordance with the school calendar. All internal exams are held under external exam conditions.

External exams are scheduled in November, January and May/June. Onscreen tests, orals, practicals and NEAs will be scheduled throughout the year depending on the school calendar and examination windows.

The Head of Centre makes the decision on which external examinations series are to be used based on entry availability and demand.

### 3.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed and entries have been submitted.

## 4. Entries, Entry Details, Late Entries and Resits

### 4.1 Entries

Candidates are selected for their exam entries by the Heads of Department (and subject teachers).

A candidate or parent/carer can request a subject entry, change of level or withdrawal for consideration by the relevant deadlines.

The centre does not accept entries from external candidates.

### 4.2 Late Entries

Entry deadlines are circulated to Heads of Department and Senior Leadership Team via email and the school's weekly bulletin.

Late entries are to be submitted by Heads of Department once authorised by the appropriate Senior Leadership Team Line Manager.

### 4.3 Resits

Candidates are allowed **1** resit per subject in each qualification taught at the school.

Resit decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer, head of centre, deputy head, heads of department.

*(See also section 5: Exam fees)*



## 5. Exam Fees

Entry exam fees and initial registration fees are paid by the centre.

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. Amendment deadline will be circulated to Heads of Department and Senior Leadership Team via email and the school's weekly bulletin. Late entry or amendment fees outside these times are to be paid by departments.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/non-exam assessments requirements without proof of mitigating circumstances.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers prior to exam entries.

Resit fees for first resits are paid by the centre. Subsequent resits are paid by the candidates. (See also section 4.3: Resits)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry. (See also section 11.2: Enquiries about results (EARs))

## 6. The Equality Act, Additional Learning Needs and Access Arrangements

### 6.1 The Equality Act (EA)

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Additional Learning Needs

A candidate's additional learning needs requirements are determined by the ALNCO, consultant/specialist, pastoral teacher and the educational psychologist / specialist teacher.

The ALNCO will inform subject teachers of candidates with additional learning needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam. These arrangements must be their normal way of working, day to day.

### 6.3 Access Arrangements

It is the responsibility of the ALNCO to;

- a. make specific arrangements for candidates to take the exams
- b. make applications to awarding bodies to allow candidates Access Arrangements in exams
- c. have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes

***It may be a requirement for exams staff to help administer this to ensure a thorough understanding of candidates needs in exams. This should be agreed between the Exams Officer and ALNCO.***

Rooming for access arrangement candidates will be arranged by the ALNCO with the exams officer.

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

Centre staff MUST NOT offer any arrangements to candidates, any concerns must be directed to the ALNCO

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

### **7.1 Managing Invigilators**

External invigilators will be used for exam supervision.  
They will be used for external exams/internal exams

The recruitment of invigilators is the responsibility of the EO.

All invigilators will be required to complete annual training and sign a declaration, indicating whether they have invigilated previously and whether they have been involved in any maladministration / malpractice.

Invigilators are timetabled and briefed by the EO.

### **7.2 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 EO/DM/lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff are not permitted inside the examination rooms.

In practical exams subject teachers may be in attendance 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. All papers/secure documents must be returned to the exams officer. Papers will be distributed to heads of department/faculty at the end of the exam session by the exams officer only.

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

### **8.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones 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.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Any candidate leaving the room temporarily must be accompanied by a member of centre staff.

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.

## **8.2 Clash Candidates**

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging Overnight Supervision.

## **8.3 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.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper based otherwise) by the Exams Officer within seven days of the exam.

## **9. Coursework/Non-Exam Assessment and Appeals against Internal Assessments**

### **9.1 Coursework/Non-Exam Assessments**

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

Heads of department will ensure all coursework/non-exam assessments are ready for despatch/ready for upload, at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed coursework/non-exam assessments are input on the relevant awarding bodies secure websites by subject teachers/heads of department. Where electronic input of marks is not available then teachers/heads of department should ensure relevant documents are delivered to the exams office for return to moderator in a timely fashion.

### **9.2 Appeals against Internal Assessments**

Centres must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body.

The centre is obliged to publish a separate procedure on this subject and it must be available for inspection purposes.

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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing at least one week prior to the submission date to the head of centre 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.

### **[Appeals Against Internal Assessments 2020/2021](#)**

## **10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

### **10.1 Results**

Candidates will receive individual results slips on results days in person at the centre, via email or by post to their home addresses (candidates to provide SAE).

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the Data Manager.

### **10.2 EARs (Enquiries about Results)**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. In all cases candidate consent forms **MUST** be completed.

When the centre does not uphold 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. (See section 5: Exam fees)

If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application.

### **10.3 ATS (Access to Scripts)**

After the release of results, candidates may ask subject staff to request the return of papers.

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

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

GCSE review of marking cannot be applied for once an original script has been returned.

If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

## **11. Certificates**

Certificates are to be collected and signed for in person at designated events or following a request.

Certificates may not be collected on behalf of a candidate by a third party unless written consent is provided by the candidate.

Certificates may not be withheld from candidates who owe fees.

The centre retains all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

## 12. Exam Contingency

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at St Julian's School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
  - delivering results to published timetables
  - complying with regulatory requirements in relation to assessment, marking and standards.
- a. Exams officer absent at a critical stage of the examination cycle**
- Data Manager will take over responsibilities
  - Consult exam season checklist (EO Office)
  - Consult with ABs when necessary
  - Contact Centre Support Officer
- b. Additional Learning Needs Coordinator (ALNCO) absent for prolonged period of time**
- Ensure the EO and ALNCO have worked together over the year
  - Assistant ALNCO to cover tasks
  - Recruit a specialist assessor
  - EO to assist in applications online
- c. Disruption of teaching time – centre is closed for an extended period**
- The Head of Centre is responsible for ensuring the priority for teaching is the examination cohort
  - In the case of modular courses, centre may advise learners to sit examinations in the next available series
  - Centre will have plans in place to facilitate alternative methods of learning
- d. Learners unable to take examinations because of a crisis -centres remain open**
- In the event of students being unable to attend the centre to take examinations as normal, the centre will liaise with students to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
  - centre will offer candidates an opportunity to sit any examinations missed at the next available series
  - centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.
- e. Centre unable to open as normal during the examination period**
- take advice from relevant local or national agencies
  - inform awarding bodies
  - centre will open for examinations and examination candidates only, if possible
  - centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)

- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

**f. Disruption to the transportation of completed examination scripts**

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agencies regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- centre will ensure secure storage of completed examination scripts until collection.

**g. Centre unable to distribute results as normal**

- inform awarding bodies
- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

**h. IT systems failure**

- inform awarding bodies
- seek advice from Local Authority/IT Service Provider
- seek alternative site if necessary

**i. Loss of assessment evidence**

- inform awarding bodies
- student marks to be submitted based on appropriate evidence.
- candidates offered the opportunity to retake in subsequent series.