



# Enterprise South Liverpool Academy

## Examination Policy

*The sponsors' mission is that the Enterprise South Liverpool Academy (ESLA) equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy*

*Also to significantly contribute to community cohesion and regeneration as a centre of learning to provide support, training and business opportunities for the benefit of all local people.*

*The **Enjoyment of Learning**, the opportunities provided through the **Enterprise and Business** and **Languages for Business** specialisms and a culture that reflects **Christian Values and Principles** are the core characteristics of the Academy. These complementary core elements are evident in everything the Academy does and represents.*

APPROVED DATE			
REVIEW DATE	July 2015		
SIGNED HEAD OF SCHOOL		PRINT NAME	KEVIN UNSWORTH
SIGNED CHAIR OF GOVERNORS		PRINT NAME	KEITH SEXTON

## 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.

## Related Documents

JQC Suspected Malpractice in Examinations and Assessments  
JQC Access Arrangements and Special Considerations Regulations  
JQC Guidance Relating to Candidates who are Eligible for Adjustments in Examinations  
ESLAP42: Controlled Assessment  
ESLAP45: Examination Appeals

## Roles and Responsibilities

The Head of School and the Governing Body are responsible for the consistent and fair operation of this policy. The policy will be reviewed by the Head of School, Curriculum, and the Exams Officer on an annual basis.

All other responsibilities are as defined in the policy below. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

## Policy

### Exam Responsibilities

#### Head of School

Overall responsibility for the academy as an exam centre, specifically

- Advises on appeals and re-marks
- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document "Suspected malpractice in examinations and assessments"
- Line manages the Exams Officer
- External validation of courses followed at key stage 4 / post-16.

#### Exams Officer

Manages the administration of internal and external exams and analysis of exam results, specifically

- Implements the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of 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
- Provides Heads of Departments with information from exam boards to ensure that necessary coursework and internal assessment is completed on time and in accordance with JCQ guidelines
- Receives, checks and stores securely all exam papers and completed scripts
- Arranges despatch and/or overnight storage of completed scripts
- Administers centre-delegated access arrangements online on advice from SENCO
- Identifies and manages exam timetable clashes
- Prepares reports for Senior Management and Heads of Departments showing results achieved

- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Head of School, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- 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 completion of the attendance register and their return to the exams office

### Heads of Department

Heads of Departments will be responsible for

- Providing guidance and pastoral oversight to candidates who are unsure about exam entries or amendments to entries.
- Requesting post result enquiries
- Accurate completion of coursework mark sheets and declaration sheets.
- Submission of candidates' coursework marks and any other material required by the appropriate awarding bodies correctly and on schedule
- Storage of returned coursework
- Accurate completion of estimated entry, final entry and forecast grade mark sheets and adherence to deadlines as set by the Exams Manager.
- Report any changes of examination subjects, levels or syllabus Exams Manager.

### Teachers

Will be responsible for the submission of candidate entries and forecast grades to Heads of Department.

### SENCO

- Identification and testing of candidates' requirements for access arrangements.
- Provide Exams Officer with names of candidates requiring access arrangements within the deadlines set out by JCQ/Awarding Bodies
- Provide information for those candidates where centre-delegated access arrangements can be made online.
- 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.

### Candidates

All candidates will be provided with a copy of the Academy's Examinations Guidance for Students and Parents. They will then

- Confirm and sign entries.
- Confirm understanding of coursework regulations and sign a declaration that authenticates the coursework as their own.
- Confirm their understanding of exam regulations.

Any queries by candidates or parents relating to examination arrangements should be directed to the Exams Officer.

### **Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at the Enterprise South Liverpool Academy centre are decided by the Head of School, Curriculum and the Heads of Department. The statutory tests and qualifications offered are Lucid Testing, GCSE, A/AS levels BTEC and COPE.

#### At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

#### At Post-16

It is expected that AS modules will be completed during year 12.

#### Exam Seasons and Timetable

External exams are scheduled in November, May and June. Which exam series are used in the centre is decided by the Head of School and the Heads of Department.

The Exams Officer will circulate the exam timetables for external exams once these are confirmed.

#### Entries, Entry Details, Late Entries and Retakes

Candidates are selected for their exam entries by the Heads of Department in consultation with Subject Teachers and the Heads of Year. Entry deadlines are circulated to heads of department by the Exam Officers. Late entries are authorised by heads of department, and will be charged accordingly.

Retake decisions will be made in consultation with the candidates and the Heads of Department.

#### Exam Fees

It is the intention of the Academy to pay all fees associated with examinations including all initial registration and entry exam fees; retake fees etc. However, the Exams Officer reserves the right to refer any fee to the Centre Manager where it is deemed that the candidate is not complying or cooperating with the Academy on exam entries e.g. persistent absence, request for entries not supported by Heads of Departments. Where agreed by the Head of School, the Exams Officer will seek payment or reimbursement for these fees from the candidate.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

#### Disability Discrimination Act (DDA), Special Needs and Access Arrangements

##### DDA

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

##### Special Needs

A candidate's special needs requirements are determined by the SENCO. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

##### Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO (except centre-delegated access arrangements).

Rooming for access arrangement candidates will be arranged by the Exams Office. Invigilation and support for access arrangement candidates will be organised by the Exam Officer.

## **Managing Invigilators and Exam Days**

External invigilators will be used for exam supervision for external exams. The recruitment of invigilators is the responsibility of the Exams Officer who will also timetable the invigilators. Invigilators' rates of pay are set by the Financial Director.

Securing the necessary (DBS) clearance for new invigilators is the responsibility of the centre administration. CRB fees for securing such clearance are paid by the centre.

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 and under the instruction of the Exams Officer.

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. Practical exams will be managed by subject teachers in liaison with the Exams Officer.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Surplus papers will be distributed to Heads of Department at the end of the exam session.

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

### 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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

### Clash Candidates

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

### 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.

## **Coursework and Appeals against Internal 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 is ready for despatch at the correct time.

### Appeals against Internal Assessments

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

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

### **Results**

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide self-addressed envelope). The provision of staff on results days is the responsibility of the Leadership Group.

### **EARs**

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

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. If a result is queried, the Assistant Headteacher (Curriculum) and teaching staff will investigate the feasibility of asking for a re-mark 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 re-marks cannot be applied for once a script has been returned.

### **Certificates**

Certificates are collected and signed for from the Academy. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Students are made aware that certificates can only be held by the Academy for a year.

### **Definitions**

SENCO           Special Educational Needs Coordinator

### **Appendices**

There are none