



## Bradford Christian School Exams Policy

**Written October 2017 – Review date January 2024**

### **1.0 Purpose**

#### **1.1 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.

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

#### **1.3 Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).**

### **2.0 Responsibilities**

#### **2.1 The Head of Centre:**

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

#### **2.2 Exams officer:**

- manages the administration of internal exams and 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.
- oversees the team of invigilators and ensures they are fully trained and aware of their responsibilities.
- 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 is 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 publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- ensures candidates' coursework marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

#### **2.3 GCSE Subject Teachers and Head of Upper**

- 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 mark sheets and declaration sheets.
- Discuss post-results options with exams officer.
- supplying information on entries and coursework as required by the head of department and/or exams officer.

- Informing the exams officer of changes to a specification is the responsibility of the GCSE subject teacher.
  - Decisions on whether a candidate should be entered for a particular subject will be taken by the head of upper in consultation with the subject teacher and the student's parents/guardians.
- 2.4 **The Special Educational Needs Coordinator (SENCo)**
- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to 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.
- 2.5 **Lead invigilator/invigilators**
- 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 office.
- 2.6 **Candidates** are responsible for:
- confirmation and signing of entries.
  - understanding examination regulations.
  - ensuring they conduct themselves in all exams according to the JCQ regulations.
- 3.0 **Qualifications offered**
- 3.1 The qualifications offered at this centre are decided by the Senior Leadership Team. The types of qualifications offered are GCSE. The subjects offered for these qualifications in any academic year may be found in the GCSE Options Booklet for that year.
- 4.0 **Exam series**
- 4.1 Internal exams (mock exams) and assessments are scheduled in February. Internal exams are held under external exam conditions.
- 4.2 External exams and assessments are scheduled in May/June (summer exam series).
- 4.3 The Headteacher and Head of Secondary decides which exam series are used in the centre.
- 4.4 The centre does offer some assessments on an on-demand basis.
- 5.0 **Exam timetables**
- 5.1 Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.
- 6.0 **Entries, entry details and late entries**
- 6.1 Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- 6.2 The centre does not accept entries from private candidates.
- 6.3 The centre does not act as an exams centre for other organisations.
- 6.4 Entry deadlines are circulated to heads of department via email, noticeboard and , the school intranet.
- 7.0 **Exam fees**
- 7.1 Candidates 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.
- 7.2 The exams officer will publish the deadline for action well in advance for each exams series.
- 7.3 GCSE entry exam fees are paid by the centre.
- 7.4 Late entry or amendment fees are paid by the Centre.
- 7.5 Fee reimbursements are not sought from candidates if they fail to sit an exam
- 8.0 **Equality Legislation**
- 8.1 The centre will comply with equality legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Examination Officer.
- 9.0 **Access arrangements**

- 9.1 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.
- 9.2 A candidate's access arrangements requirement is determined by the SENCo in discussion with the subject teacher, Head of Secondary and student.
- 9.3 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo and the Head of Secondary.
- 9.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.
- 9.5 Rooms to accommodate appropriate access arrangement for candidates will be arranged by the Examinations Officer.
- 9.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer.
  
- 10.0 **Contingency Planning**
- 10.1 Contingency planning for exams administration is the responsibility of the Examinations Officer.
- 10.2 Contingency plans are available via the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.
  
- 11.0 **Estimated Grades**
- 11.1 GCSE subject teachers are responsible for submitting estimated grades to the exams officer if and when requested by the exams officer.
  
- 12.0 **Managing invigilators**
- 12.1 Existing staff will be used to invigilate examinations. These invigilators will be used for internal exams and/or external exams.
- 12.2 Invigilators are timetabled, trained, and briefed by the Examinations Officer.
  
- 13.0 **Exam Admin**
- 13.1 **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.
- 13.2 The lead invigilator will start and finish all exams in accordance with JCQ guidelines.
- 13.3 Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
- 13.4 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Spare papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.
- 13.5 After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.
- 13.6 **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 Examinations Officer.
- 13.7 The centre has published rules on acceptable dress and behaviour that apply at all times.
- 13.8 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 13.9 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.
- 13.10 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 Invigilator.
- 13.11 Candidates who leave an exam room whilst the exam is in progress must be accompanied by an appropriate member of staff at all times.
- 13.12 The invigilator and or Examinations Officer is responsible for handling late or absent candidates on exam day.
- 13.13 **Clash candidates** - The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.


- 13.14 **Special consideration** Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examinations Officer to that effect.
- 13.15 The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.
- 14.0 **Internal assessment**
- 14.1 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.
- 14.2 Marks for all internally assessed work are provided to the exams office by the subject teacher.
- 15.0 **Results**
- 15.1 Candidates will receive individual result slips on results days in person at the centre or if not collected it will be sent by first class post. The results slip will be in the form of a downloaded exam board produced document.
- 15.2 Arrangements for the centre to be open on results days are made by the Examinations Officer. The provision of the necessary staff on results days is the responsibility of the Examinations Officer.
- 16.0 **Enquiries about Results (EAR)**
- 16.1 EARs may be requested by centre staff or the candidate following the release of results. A request for a remark 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.
- 16.2 The cost of EARs will be paid by the centre or candidate depending on the reasons for the request.
- 16.3 All decisions on whether to make an application for an EAR will be made in consultation with the Head of Centre, Head of Secondary and the student's parents / guardians.
- 16.4 All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.
- 17.0 **Access to Scripts (ATS)**
- 17.1 After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 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.
- 17.2 An EAR cannot be applied for once an original script has been returned.
- 17.3 The cost of EARs will be paid by the centre or candidate depending on the reasons for the request.
- 17.4 Processing of requests for ATS will be the responsibility of Exams Officer.
- 18.0 **Certificates**
- 18.1 Candidates will receive their certificates by post to their home. 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.
- 18.2 The centre retains certificates for 5 years if not collected.
- 18.3 A new certificate will not be issued by an awarding organisation. A transcript may be issued if a candidate agrees to pay the costs incurred.
- 19.0 **ASDAN Internal Assessment Procedures:**
- 19.1 It is essential that assessment decisions are in line with the qualification standards. All assessment criteria should be applied consistently for all candidates so that the final judgement is accurate, reliable and recorded.
- 19.2 Internal moderation should be on-going throughout the course, with feedback being given. There should be evidence of feedback being actioned where necessary.
- 19.3 Summative internal moderation must be carried out prior to candidates being entered for external moderation. Only those candidates who have fully met the standards should be entered for external moderation.
- 19.4 It is the responsibility of all staff to participate in the moderation process by keeping the necessary records, attending relevant meetings and submitting marked student work as requested.
- 19.5 All assessment evidence, which has been internally moderated, must be kept onsite until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the awarding body.

20.0 **Review**

20.1 This policy should be read in conjunction with:

- Suspected malpractice in examinations and assessments
- JCQ guidelines

20.2 The exams policy will be reviewed annually, by the Examinations Officer, Mr M Walker in conjunction with the senior leadership team. This current review was completed in March 2023.

Formally agreed through compliance:	<b>30<sup>th</sup> March 2023</b>
Signed Jane Prothero – Head Teacher	
Review Date:	<b>January 2024</b>