



EXAMS POLICY - Contents

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1. Introduction and aims

Upton Hall School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Head of Centre

The Head of Centre:

- Has overall responsibility for Upton Hall School as an exams centre
 - Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [Suspected Malpractice Policies & Procedures](#)
- Our Head of Centre is Mrs A Gaunt.

2.3 Exams officer

The Exams Officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Recruit, train and monitor a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments

- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks
- Our Exams Officer is Mrs Helen Whitehurst

2.4 Heads of Department or Lead Teachers for a subject

Heads of Department and Subject Leaders are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the Head of Department and/or the Exams Officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required by candidates in exam rooms

Our SENCO is P Etheridge

2.7 Invigilator(s)

The Invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the Exams Office.

2.8 Candidates

Candidates are responsible for:

- Confirming and signing statements of entry
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

2.9 Lead teacher with responsibility for exams

The lead teacher with responsibility for exams will work closely with the Exams Officer to facilitate the delivery of the examination series. The lead teacher with responsibility for exams will be responsible for:

- Checking the identity of candidates as they enter the exam during external examinations
- Taking registers of students present in the examination

➤ Starting the examinations

The lead teacher with responsibility for exams is Miss Emma Chadwick

3. Qualifications offered

The Headmistress decides the qualifications we offer.

We offer the following types of qualifications:

- BTEC
- GCSE
- A Level
- Pre U
- EPQ
- HPQ

The subjects offered for these qualifications in any school year may be found in our Curriculum Booklet.

If there will be a change to a specification for the next year, the exams office must be informed as soon as possible.

Informing the Exams Office of changes to a specification is the responsibility of Heads of Department or Lead teachers of a subject. Decisions on whether a candidate should be entered for a particular subject will be taken by the Curriculum Deputy, in consultation with the head of department and SENCO.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- November Mocks – Year 13
- November Mocks – Year 11
- Spring Mocks – Year 13

Internal exams are held under external exam conditions.

External exams and assessments are scheduled in the following exam series:

- GCSE – May to June
- A Level – May to June
- BTEC – January and May/June

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

The Centre does not offer assessments on an on-demand basis.

5. Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates, unless they are former students retaking an exam

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Heads of Department and Lead Teachers via email

Heads of Department and Lead Teachers will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Head of Department.

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- A-levels

- BTECs
- GCSEs

We do not allow re-sits for the following types of qualifications:

- AS-levels
- EPQ/HPQ
- Principle learning
- Functional skills

Re-sit decisions will be made by the Head of Centre. Students who re-sit A levels pay the entry fee. We only allow former students to re-sit exams with us. Re-sits are conditional on good conduct during examination series. No preparation or teaching will ordinarily be provided to pupils who re-sit.

7. 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.

The Exams Officer will publish the deadline for actions well in advance of each exams series. Maintained schools and academies are not allowed to charge pupils to enter “prescribed public examinations” you have prepared them for in school, or for re-sits of these exams if you have prepared them for the re-sit at school.

This is set out in the DfE’s guidance on [charging for school activities](#). “Prescribed public examinations” includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#)

The school will charge for

- Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal
- Very late change of tiers at parents’ request, where the school incurs heavy charges

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	<ul style="list-style-type: none"> ➤ Private exam entries ➤ Re-sits at parents’ request ➤ Very late change of tiers at parents’ request ➤ Missed exams (without medical or other extenuating circumstances) ➤ EAR ➤ ATS 	<ul style="list-style-type: none"> ➤ Entries and re-sits: the fee charged by the exam board ➤ Missed exams: dependent on charges levied by the exam board ➤ Enquiries about Results: the fee charged by the exam board

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
A level	<ul style="list-style-type: none"> ➤ Private exam entries ➤ Re-sits at parents' request ➤ Missed exams (without medical or other extenuating circumstances) ➤ EAR ➤ ATS 	<ul style="list-style-type: none"> ➤ Entries and re-sits: the fee charged by the exam board ➤ Missed exams: dependent on charges levied by the exam board ➤ Enquiries about Results: the fee charged by the exam board

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the Exams Officer. The final decision will be made by the Head of Centre.

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, the exams officer and the SENCO

9. Access Arrangements

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. A candidate's access arrangements requirement is determined by the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and teachers of the student.

Room arrangements for candidates using access arrangements will be organised by the Exams Officer. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Contingency plans are available via the Exams Officer and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

11. Estimated grades

Heads of Department and Lead Teachers of a subject are responsible for submitting estimated grades to the Exams Officer when requested.

12. Managing invigilators

External staff will be used to invigilate examinations and are contracted directly by Upton Hall School. These invigilators will be used for external exams and some internal exams

Recruitment of invigilators is the responsibility of the School Business Manager and the Exams Officer. If invigilators require Disclosure and Barring Service (DBS) checks the School Business Manager is responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators' rates of pay are set by the School Business Manager.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

13. Malpractice

The Head of Centre, in consultation with the Exams Officer is responsible for ensuring that suspected malpractice is thoroughly investigated. Investigations may be delegated to the Deputy Headteachers.

14. Exam days

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
 - Make question papers, exam stationery and materials available for the invigilator
- Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements ten days in advance by the Exams Officer.

The Lead Teacher responsible for examinations, the Exams Officer or an invigilator will start and finish all exams in accordance with [JCQ guidelines](#).

SLT may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).

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 Heads of Department and Lead Teachers in accordance with JCQ's recommendations and after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators.

15. Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the teacher with responsibility for exams including the distribution of the candidates' exam booklets which also includes details of post results services.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

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 watches (analogue or Smart), mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

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.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The Exams Officer is responsible for handling late or absent candidates on exam day.

15.1 Private candidates

The Head of Centre and Exams Officer are responsible for managing private candidates.

15.2 Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue

- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exams Officer or the Head of Centre to that effect.

The candidate must support any special consideration claim with appropriate evidence as soon as possible and no later than five days after the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the end of the exam series.

17. Internal assessment

It is the duty of Heads of Department and Lead Teachers 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.

Marks for internally assessed work are provided to the Exams Office by Heads of Department and Lead Teachers. The Exams Officer will inform staff of the deadline date for appeals against internal assessments. Any appeals will be dealt with in accordance with our internal appeals procedure document.

18. Results and certificates

Results will be downloaded by the Exams Officer on restricted release day. The results will be kept entirely confidential and restricted to the Head of Centre, Exams Officer and key members of teaching staff, at the discretion of the Head of Centre.

Candidates will receive individual results slips on results days in person.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the Exams Officer and the Senior Leadership Team. The provision of the necessary staff on results days is the responsibility of the Head of Centre. Dates of results days each year will be publicised for all candidates through the school website.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark 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 a group of candidates.

The cost of EARs will be paid by the candidate.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

An EAR may be requested by the candidate. All decisions about whether to make an application for an EAR are made by the Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within the time line provided by the exam board.

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

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

19. Monitoring and review

The Head of Centre is responsible for ensuring that this policy is reviewed every three years. The lead teacher with responsibility for examinations will review the policy every year to ensure it reflects any changes to the JCQ guidelines.

20. JCQ inspections

Upon an inspector's arrival, the Exams Officer and lead teacher with responsibility for examinations will be contacted immediately. A folder containing a hard copy of all the policies required for inspection referred to in 5.3 x) of the [JCQ General Regulations for Approved Centres](#) will be held by the Exams Officer. Access arrangement documentation will also be made available to the to the inspector, together with access to the safe storage facility.

In the event of any action being required following the inspection, the Head of Centre will ensure that the relevant members of staff respond promptly.