



Education is the Foundation to Build-a-Future

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Exams Policy:

The purpose of this exams policy is to ensure the planning and management of exams is conducted efficiently and in the best interests of the learners. It is to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Curriculum Lead.

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

## Exam responsibilities

The Head Teacher has overall responsibility for the school as an exam centre and advises on appeals and re-marks. The Head Teacher is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.

## Exams officer:

- manages the administration of external exams.
- advises the senior leadership team, subject and class teachers, 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 school staff and learners, of an annual calendar for all exams in which learners will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that learners 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 and/or controlled assessments are 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 learners 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 publication A guide to the special consideration process.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.

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- ensures learners' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework/controlled assessments.
- arranges for dissemination of exam results and certificates to learners and forwards, in consultation with the ELT, any post results service requests.

Heads of department are responsible for:

- guidance and pastoral oversight of learners 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/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Tutors/ Teachers are responsible for supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The Centre Lead(s) is responsible for the identification and testing of learners' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements. The Centre Lead(s) process any necessary applications in order to gain approval (if required).

Lead invigilator/ invigilators are responsible for assisting the exams officer in the efficient running of exams according to JCQ regulations and the collection of exam papers and other material from the exam's office before the start of the exam. They are responsible for collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam's office.

Learners are responsible for the confirmation and signing of entries & understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own. Learners are responsible for ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at Build-a-Future are decided by the Extended Leadership Team.

The subjects offered for these qualifications in any academic year may be found in the school's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by term six.

Informing the exams office of changes to a specification is the responsibility of the teachers and heads of departments.

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## Exam series

Internal exams (mock or trial exams) and assessments are scheduled in term two, each year. External exams and assessments are scheduled in May/June each year.

Internal exams are held under external exam conditions.

The curriculum lead and heads of departments decides which exam series are used in the school.

The school does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the heads of departments and the exams officer.

## Exam timetables

Once confirmed, the Curriculum Lead will circulate the exam timetables for internal and external exams at a specified date before each series begins.

## Entries, entry details and late entries

Decisions on whether a learner should be entered for a particular subject will be taken by ELT.

Entries for GCSEs will be determined by taking a number of things into consideration:

- Attendance – target 75% or above.
- Ability – a holistic approach to assessment will be used. (CAT, NGRT, prior data) on entry to the school to determine targets.
- Ongoing assessments, AOL (Assessment of Learning) data and mock exam data will also be taken into account when making entries.
- Amount of coursework completed. Some BTEC's have a large percent of course work which, if not completed will make it very difficult, if not impossible to pass the course.

As a school we reserve the right to not enter a learner into an exam that we feel will not meet the minimum requirements to pass. We also reserve the right to withdraw learners due to any significant drop in the measures mentioned above.

Each learner is treated on an individual basis. We use entry target criteria as a benchmark. There may be cases where learners are entered that are outside of this.

Parents/ carers can request a subject entry, change of level or withdrawal. If an entry is requested against the decision of the school, the parent/carer will be responsible for the entry fee. (Including late fees and high late fees if applicable).

Build-a-Future does not accept entries from private/ external candidates.  
Build-a-Future does not act as an exam's centre for other organisations.



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Entry deadlines are circulated to heads of department/curriculum via email, briefing meetings.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of exams officer/curriculum lead.

GCSE re-sits are not allowed.

Functional skills/ BTEC re-sits/ retakes are allowed.

Re-sit decisions will be made by curriculum lead in consultation with heads of departments.

## Equality Legislation

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

Build-a-Future will comply with the legislation, including making reasonable adjustments to the service that they provide to learners in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the exams officer.

## Access arrangements

The Curriculum Lead will inform subject teachers of learners with special educational needs and any special arrangements that individual learners will need during the course and in any assessments/exams.

A learner's access arrangements requirement is determined by the Curriculum Lead.

Ensuring there is appropriate evidence for a learner's access arrangement is the responsibility of Curriculum Lead.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Curriculum Lead and exams officer.

Rooming for access arrangement candidates will be arranged by the Curriculum Lead.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Curriculum Lead and exams officer.

## Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer.

Please see contingency plan policy.

Contingency plans are available via email and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## Estimated grades

Heads of departments are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

## Managing invigilators

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External and internal staff will be used as necessary to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the Head Teacher.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head Teacher.

DBS fees for securing such clearance are paid by the school.

Invigilators' rates of pay are set by the Head Teacher

Invigilators are recruited, timetabled, trained, and briefed by the exams officer.

## Malpractice

The Head Teacher in consultation with exams officer 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.

The exams officer and invigilators will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of learners.

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 in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with school administrator.

All learners are required to remain at school for the full day on an examination day.

## Candidates

The exams officer will provide written information to learners in advance of each exam series. A formal briefing session for learners may be given by the teachers.

In an exam room learners 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.

Disruptive learners are dealt with in accordance with JCQ guidelines. Learners are expected to stay for the full exam time at the discretion of the invigilators.

Note: Learners who leave an exam room must be accompanied by an appropriate member of staff at all times.

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The Curriculum Lead is responsible for handling late or absent candidates on exam day.

## Special consideration

Should a learner 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 school's exams officer or pastoral team to that effect.

The learner must support any special consideration claim with appropriate evidence within 14 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 14 days of the exam.

## Internal assessment

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.

Marks for all internally assessed work are provided to the exams officer by the heads of department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the school's Internal Appeals Procedure (IAP) document.

## Results

Learners will receive individual results slips on results days.

The results slip will not be in the form of a school produced document.

Arrangements for Build-a-Future to be open on results days are made by the exams officer.

The provision of the necessary staff on results days is the responsibility of the exams officer.

## Enquiries about Results (EAR)

EARs may be requested by school staff or the learners following the release of results. A request for a remark or clerical check requires the written consent of the learner, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

All decisions on whether to make an application for an EAR will be made by curriculum lead and heads of department.

The cost of EARs will be paid by the school when in support and learners when not supported by the school.

If a learner's request for an EAR is not supported, the learner may appeal and the school will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

## Access to Scripts (ATS)

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After the release of results, learners may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of exams officer.

## Certificates

Learners will receive their certificates

- in person, collected from school and signed for.
- posted (recorded delivery) only if in special circumstances the candidate cannot get to the school.

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.

Build-a-Future retains certificates for 3 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.