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|  **The Haven School** EXAMINATIONS POLICY

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## The 11-19 exam policy

#### The policy purpose

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.
* It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
* The exam policy will be reviewed every two years.
* The exam policy will be reviewed by the senior leadership team and Exams officer.

#### Exam responsibilities

**-Exams officer:**

* Manages the administration of public and internal 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 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.
* Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
* Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
* Provides and confirms detailed data on estimated entries.
* Receives, checks and stores securely all exam papers and completed scripts. [If Exams officer is not immediately available- this will be done and recorded by the Assistant Exams Officer or Head Teacher (second key holder]
* Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 12/13.
* Identifies and manages exam timetable clashes.
* Accounts for income and expenditures relating to all exam costs/charges.
* Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
* Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
* Maintains systems and processes to support the timely entry of candidates for their exams.

-**Teachers are responsible for:**

* Notification of access arrangements requirements (as soon as possible after the start of the course).
* Submission of candidates' names to the Examination Officer.

-**The Sen Coordinator SENCo is responsible for:**

* Identification and testing of candidates, requirements for access arrangements.
* 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.

-**Invigilators are responsible for:**

* Collection of exam papers and other material from the exam's office before the start of the exam.
* Collection of all exam papers in the correct order at the end of the exam and their return to the main office to be secured in the safe.

**-Candidates are responsible for:**

* Confirmation and signing of entries.
* Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

**-Verification of identity of candidates**

The Haven is a small specialist school and as result pupils are well known by all staff. During exams there will be no more than 2/3 candidates in the examination room. Invigilators will be members of staff from other curriculum areas but familiar to students as this reduces their anxiety levels.

* Any pupils taking exam that are not registered with our school will need to produce a valid passport before taking the exam.

## Security of assessment material

Location of the centre’s secure storage facility is in a secure room solely assigned to examinations.

Confidential materials are only handled by authorised members of centre staff.

We have 3 key holders: Zoie Stevenson (Headteacher),Elaine Westwood (Exams Officer) and Sophie Seaward (Assistant Exams Officer)

One of the 3 keyholders is to transfer any examination material into the secured space as soon as reasonably possible. Material should be checked and receipt recorded in exams book.

The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.

## Escalation Process

**Escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examinations administration. (GR 5.3)**

As stated in the JCQ General Regulations for Approved Centres 2020-21 (page 10: 5.3)

*The Haven has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.*

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| Criteria for implementation of the plan* Mrs Ruth O’Grady - Assistant Headteacher has senior leadership responsibility for overseeing all examination processes, having held the role since 2018. Mrs O’Grady has attended The Exams Office training course for senior leaders.
* In the event of Mrs O’Gradys absence, the following escalation process will be implemented by the Exams department:
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| Centre actions to mitigate the impact of the disruption* Mrs Zoie Stevenson, Head of Centre to be consulted if problems arise with any data or systems.
* In Mrs Stevenson's absence Mrs S Gould – Deputy Headteacher to be consulted.
* Mrs Z Stevenson – Headteacher to be consulted in matters related to malpractice, candidates, invigilation and any other exam related matters which arise.
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## Qualifications

#### Qualifications offered

The qualifications offered at this centre are decided by the senior leadership team.

The qualifications offered are Functional skills, Entry Level, GCSE and AS.

If there has been a change of specification from the previous year, the exams office must be informed by the start of the spring term.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/parents/carers and Subject teachers.

## Exam series and timetables

#### Exam seasons

Internal exams and assessments are scheduled in November, March and May.

External exams and assessments are scheduled in May and June.

Internal exams held under external exam conditions.

The Deputy Head will decide which exam series are used in the centre.

On-demand assessments are to be scheduled in agreement with the exams officer is the policy for offering on-demand testing.

#### Timetable

#### Once confirmed, the exams officer will circulate the exam timetable for internal exams and External exams.

## Entries, entry details and late entries

Candidates are selected for their exam entries by the Curriculum Leads / Subject Teachers.

Entry deadlines are circulated to heads of department via Email and/or staff briefings.

Late entries are authorised by Exam Officer and School Business Manager.

Re-sit decisions will always be offered to candidates if the SLT feel it will improve their life after The Haven School.

## Exam fees

#### 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.

GCSE entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

Fee reimbursements are sought from candidates who decide to not attend the exam or not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the Centre.

## Disability Discrimination Act

#### Disability Discrimination Act

All exam centre staff must ensure that meet the requirements of the Equalities Act 2010.

The centre will meet the disability provisions under the Equality Act 2010, by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre and SENCo.

(Refer to Disability policy)

**Separate Invigilation within the centre**

This decision will be made by the SENCo

Some Candidates may require separate invigilation. All pupils at the Haven have EHCPs many with long term social and emotional needs resulting in difficulty with self-regulation. For these candidates separate invigilation will reflect their normal way of working and reduce risk of disruption to other candidates. This Decision will be made by our SENCo and exams officer.

#### Contingency planning

Contingency planning for exams administration is the responsibility of the exams officer and Deputy Head teacher. (Refer to Contingency plan Policy)

#### Access arrangements

#### The Head of Centre is responsible for: the quality of the access arrangements processes within her centre; and the appointment of assessors, checking the qualifications of those assessing candidates (e.g., photocopy or certificate or printout of HCPC or SASC registration.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the Specialist teacher, SENCo and exams officer.

Making access arrangements for candidates to take exams is the responsibility of the Exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams officer.

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

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

## Managing invigilators

#### Managing invigilators

Support staff are used to invigilate all examinations, as they know the pupils best and can reduce anxiety.

Invigilators are timetabled and briefed by the Exams office.

#### Malpractice

The Exams office is responsible for investigating suspected malpractice. (Refer to Malpractice policy)

#### 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.

Exams officer is responsible for setting up the allocated rooms.

Either, the Examinations Officer or Quality Nominee will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical exams subject teachers may be on hand 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. Papers will be distributed to curriculum leads / subject teachers at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## Candidates

#### Managing behaviour

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings are handed in at the start of every day, regardless of any examinations occurring.

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 or Quality Nominee.

**Food and drink in the exams room**

Pupils will be provided with water during an exam and a hot drink where necessary to help reduce anxiety, it may sometimes be necessary to provide a few biscuits to boost blood sugar level if a pupil seems tired/anxious.

Water bottles with packaging/labels will not be permitted in the examination room.

**Leaving the exam room temporarily**

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times. This will be recorded by the invigilator on the invigilator log provided for the exam.

**Candidate absence policy**

Candidates will be registered on entry to school prior to an exam. Any candidates who have not arrived on time will be contacted immediately and if necessary a member of staff will arrange to collect candidate (within the JCQ guidelines of examination start times)

If the candidate does not arrive then the centre will communicate with relevant awarding organisations at the outset to make them aware of the issue. The candidate and their parents/carers will be advised of the procedures for special consideration.

#### Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing 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.

**Overnight/ supervision arrangement**

Candidates who take an exam on a later day/time to that published must not be allowed contact with other candidates

A member of centre staff will be appointed to supervise the candidate at all times when they are on the premises.

The supervision of the candidate to and from the centre and overnight is governed by the parent/carer.

The school should determine a method of supervision which ensures the candidates well being

The exams officer will ensure that the JCQ form timetable variation and confidentiality declaration for overnight supervision is completed. Parents/carers will be informed that any infringement of the conditions governing overnight supervision may lead to application of penalties (refer to malpractice policy)

Completed forms will be held secure for inspection at the centre by the exams officer and the relevant awarding body informed immediately of any arrangements.

**Lockdown procedures (during examination)**

**-Alerting the school community**

Any member of staff who believes the school is subject to an attack must alert the school community immediately by shouting lockdown and where possible calling the office. In the unlikely event of no reply you should immediately ring the mobile of TM **07398 721986,** ZS **07967 655150** or JS on **07989 668727.**

If the member of staff who has raised the alert is invigilating an exam:

* They should try to ensure all staff are aware of the lockdown by shouting LOCKDOWN along the corridor.
* They should close exams papers and record ‘stop time’ ONLY if safe to do so.
* They should advise pupils to move to the PE classroom in silence if it safe to do so, otherwise to stay where they are or reach their nearest safety point (decision of invigilator/member of staff present)
* If they staying in the Examination room, they should remain quiet, immediately lock the door and hide out of sight from windows.
* TM , SG or ZS will contact the emergency services immediately after a lockdown is declared.

**Response to a lockdown**

Everyone in school should go to the PE classroom if practicable. The doors to the room should be locked and barricaded using available furniture. Pupils should stay away from windows. Everyone must put their phones on silent and wait as quietly as possible. Staff should encourage pupils to stay calm and await further instructions from SLT or the emergency services. **Communication with parents**

If necessary parents will be informed as soon as practicable by a telephone call. They will be told

*The school is in a full lockdown situation. At present please do not contact the school. Further information will be provided as soon as possible.*

SLT may contact taxi companies, parents or carers and tell them not to come to school

(Refer to schools Lockdown policy)

## Internal assessments and appeals

#### Internal assessment

It is the duty of curriculum leads / subject teachers to ensure that all internal assessment is ready for despatch at the correct time. The Quality Nominee will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the curriculum leads / subject teachers.

Appeals against internal assessments must be made by April of the certifying year.

#### **\*\*Please See BTEC ASESSMENT AND INTERNAL VERIFICATION POLICY\*\***

#### Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office and on our webpage. (Refer to internal appeals procedures)

## Results

#### Results, enquiries about results (EARs) and access to scripts (ATS)

Candidates will receive individual letters by post to their home addresses.

The centre will not be open on results day but a contact e-mail is provided for parents / carers to contact the Exam’s Officer if required.

#### EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

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

When the centre does not support a candidate’s or parent’s request for 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.

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

Certificates are posted (recorded delivery), securing permission of receipt.

The centre retains certificates for a period of no more than two years.

A copy of certificates are also provided to the candidates Post 16 provider as part of their transition.