



WELLSWAY  
SCHOOL

# Public Examinations Policy

For review by: Vice Principal: Progress

Approved by: SLT

Date of last review: September 2022

Date of next review: September 2024

## 1. Rationale

1.1 This policy sets out the general principle that all students who have been prepared by the school will be entered for public examinations. However, exceptions apply, so that entries may not be made if:

1.1.1.A student is found to be unable to work to the standard that would result in the lowest pass grade (e.g. 1 in GCSE; E in A Level).

1.1.2.A student fails to meet subject department deadlines for the completion of work, e.g. coursework tasks/controlled assessments/preparation for modules.

1.1.3.A student has a record of poor attendance which makes it unlikely that the student will attend an examination or where attendance falls below 90%.

1.2 The policy also sets out procedures to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates and ensures the operation of an efficient examinations system with clear guidelines for all relevant staff.

## 2. Aims

2.1 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.
- Ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

2.3 The exam policy will be reviewed every two years.

2.4 The exam policy will be reviewed by the Senior Leadership Team and Exams Officer.

## 3. Responsibilities

### 3.1. Principal

3.1.1.Overall responsibility for the school as an examinations centre, via the Vice Principal (Progress).

### 3.2. Vice Principal (Progress)

3.2.1.Oversight of examinations and the data/exams team.

3.2.2.Responsibility, through the Campus Data Manager, for reporting all suspicions or actual incidents of malpractice, (refer to the Joint Council for Qualifications (JCQ) document - Suspected Malpractice in Examinations and Assessments).

### 3.3. Campus Data Manager

- 3.3.1. Line management of the Examinations Officer.
- 3.3.2. Responsibility, through the Examinations Officer, for the smooth running of all examinations related procedures and dissemination of results.

#### **3.4. Examinations Officer**

- 3.4.1. Manages the administration of public exams;
- 3.4.2. Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards;
- 3.4.3. Liaises with subject staff and Curriculum Directors to check subject entries prior to submitting entries to Examination Boards;
- 3.4.4. Consults with teaching staff to ensure that necessary coursework / controlled assessments are completed on time and in accordance with JCQ guidelines;
- 3.4.5. Provides and confirms detailed data on estimated entries;
- 3.4.6. Submits candidates' coursework / controlled assessment marks, tracks despatch and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- 3.4.7. Liaises with Inclusion Manager to administer access arrangements and makes applications for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations;
- 3.4.8. Withdraws, in liaison with relevant staff e.g. the Vice Principal (Progress), Assistant Principal: Director of Sixth Form, Curriculum Director of Inclusion, Curriculum Director, etc., the entries of candidates who have missed sufficient examination components to render it impossible to achieve a grade in that subject.
- 3.4.9. Oversees the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved, via the school calendar, and communicates regularly with staff concerning imminent deadlines and events;
- 3.4.10. Identifies and manages examination timetable clashes;
- 3.4.11. Liaises with Heads of House to arrange briefing sessions for candidates;
- 3.4.12. Liaises with tutors to make arrangements for the distribution of essential documentation to candidates;
- 3.4.13. Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable which will affect them;
- 3.4.14. Produces examination booklets for candidates to inform them of examination regulations and procedures;
- 3.4.15. Receives, checks and stores securely all examination papers and completed scripts;
- 3.4.16. Line manages the Examination Invigilators and oversees the training and monitoring of a team of Examination Invigilators responsible for the conduct of exams;
- 3.4.17. Responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays for clash candidates in accordance with JCQ regulations;
- 3.4.18. Maintains systems and processes to support the timely entry of candidates for their exams;
- 3.4.19. Attempts to contact, with support from the Attendance Officer and Learning Mentors, any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines;
- 3.4.20. Conducts all correspondence with Examining Boards about entries (and results) on behalf of the Principal;
- 3.4.21. Accounts for income and expenditures relating to all examination costs/charges;

- 3.4.22. Arranges for dissemination of examination results and certificates to candidates;
- 3.4.23. Oversees examination results days.
- 3.4.24. Is responsible for all contingency planning

### **3.5. Curriculum Directors, Deputy Curriculum Directors and Subject Leaders**

- 3.5.1. Provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- 3.5.2. Request post-results services, if necessary, as offered by the Examination Boards, via the Examinations Officer, see Section 13.
- 3.5.3. Complete coursework / controlled assessment mark sheets and declaration sheets.
- 3.5.4. Complete entry and all other mark sheets, adhering to deadlines as set by the Examinations Officer.
- 3.5.5. In all cases of potential non-entry the person responsible for taking appropriate action is the Deputy Curriculum Director or Subject Leader in liaison with the Curriculum Director. The Subject Leader or Curriculum Director must ensure that appropriate mechanisms exist in their areas to 'pick up' potential non-entries and to keep parents informed of any concerns. In a situation where an entry for an examination may not be appropriate, the Curriculum Director must consult the Vice Principal: Progress/ Assistant Principal: Director of Sixth Form and explain what steps have already been taken to keep the student on track.

### **3.6. Subject Teacher**

- 3.6.1. Notifies students of coursework / controlled assessment deadlines and makes the Curriculum Director/ Deputy Curriculum Director/ Subject Leader aware of students failing to meet those deadlines.
- 3.6.2. Notifies the Curriculum Director/ Deputy Curriculum Director/ Subject Leader of candidates' entry details, including tiers where relevant.

### **3.7. Director of Inclusion**

- 3.7.1. Administers access arrangements.
- 3.7.2. Ensures list of candidates requiring access arrangements remains current.
- 3.7.3. Ensures that the identified additional support is provided.

### **3.8. Invigilator**

- 3.8.1. Collects examination materials prior to the examination from the Examinations Officer.
- 3.8.2. Sets out the examination room ensuring each candidate has the correct materials, which would typically include candidate details cards, question papers and answer booklets (exact details will be supplied for each examination).
- 3.8.3. Supervises and ensures the orderly entry of examination candidates into the examination room.
- 3.8.4. Starts the examination, if required to do so, ensuring that the rubric stated on each particular examination is followed.
- 3.8.5. Vigilantly patrols the examination.
- 3.8.6. Informs the Examinations Officer immediately, if malpractice is suspected and/or witnessed, who then takes appropriate action.
- 3.8.7. Stops the examination, if required to do so, at the correct time.
- 3.8.8. Collects all materials as required.
- 3.8.9. Supervises and ensures an orderly exit from the examination room.
- 3.8.10. Returns all examination materials to the Examinations Officer.

### 3.9. Candidate

- 3.9.1. Complies with coursework / controlled assessment regulations and signs a declaration that authenticates the work as her/his own.
- 3.9.2. Follows the centre's published rules on acceptable dress and behaviour.
- 3.9.3. Adheres to the rules governing the use of mobile phones and all electronic devices at all times.
- 3.9.4. Takes responsibility for personal belongings in the knowledge that the centre accepts no liability for loss or damage.
- 3.9.5. May leave the examination room for a genuine purpose requiring an immediate return to the examination room, but must be accompanied by a member of staff.
- 3.9.6. Behaves in accordance with JCQ guidelines, as notified to them via the examinations booklet, throughout the examination process.

## 4. Qualifications

- 4.1. The qualifications offered at this centre are decided by the Principal (as Head of Centre) and extended Senior Leadership Team.
- 4.2. The qualifications offered include GCE, GCSE and NCFE VCerts.
- 4.3. The subjects offered for these qualifications in any academic year may be found on the school's website. If there has been a change of syllabus from the previous year, the exams office must be informed.
- 4.4. The syllabus chosen for any particular qualification must be agreed with other Futura centres to ensure alignment.
- 4.5. Informing the exams office of changes to a syllabus is the responsibility of the Curriculum Director.
- 4.6. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Curriculum Director, Head of House and Vice Principal: Progress

## 5. Exam series and timetables

- 5.1. Internal exams and assessments are scheduled for all year groups in accordance with the published school calendar. Internal practice exams are held under external exam conditions for years 8, 9, 10, 11, 12 and 13.
- 5.2. External exams and assessments are scheduled in November, January and May/June.
- 5.3. The Extended Senior Leadership Team are responsible for deciding which exam series are used in the centre.
- 5.4. Once confirmed, the exams officer will circulate the exam timetable for internal exams and external exams.

## 6. Entries, entry details and late entries

- 6.2. Curriculum teams are responsible for correctly identifying candidates for entry in their subjects.
- 6.3. Candidates or parents/carers can query a subject entry or a tier of entry by informing the Vice Principal: Progress in writing.
- 6.4. In exceptional circumstances, the centre will support entries from external candidates; for example, for students who have left Wellsway at the end of the previous academic year wishing to re-sit an examination.
  - The centre does not act as an exam centre for other organisations.

- Entry deadlines are circulated to Curriculum Directors by email.
  - Late entries are authorised by the Vice Principal: Progress.
- 6.5. Retake decisions will be made in consultation with Candidates and Subject teachers. Where it is agreed that a re-sit will be taken, candidates must complete and sign the GCSE or A Level re-sit form detailing the specific modules that are being re-sat. Payment for re-sits must be made via the on-line payment system, with a printout of the payment receipt attached to the re-sit form.

## 7. Exam fees

- 7.2. 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 or equivalent entry exam fees are paid by the Centre.
  - GCE or equivalent entry exam fees are paid by the Centre.
  - Late entry or amendment fees are paid by the curriculum teams and Centre.
- 7.3. Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- 7.4. For GCSE, GCE and equivalent qualifications, re-sit fees will be paid by the candidates. The only exception to this is Key Stage 5 students re-sitting maths or English GCSE.
- 7.5. Fees for re-sits will be based on the published costs as detailed on exam board websites. A re-sit request form is available on the school's website. Payment for re-sits is made on-line; evidence of payment must be received before the re-sit request is processed.
- 7.6. For BTEC and OCR qualifications, if the student needs to re-sit an exam to achieve their target grade then the school will pay for one additional resit. Students who have achieved their target grade, but are choosing to re-sit to improve their grades will be required to pay for the re-sit.

## 8. Equalities legislation

- 8.1. All exam centre staff must ensure that they meet the requirements of the Equality Act 2010.
- 8.2. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Extended Senior Leadership Team.

## 9. Access arrangements

- 9.1. The Director of Inclusion will inform subject teachers of candidates with previously identified and evidenced special educational needs or disabilities who are embarking on a course leading to an exam, and the date of that exam. The Director of Inclusion can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.
- 9.1.1. Subject teachers and Curriculum Directors are responsible for referring evidence of any possible undiagnosed need which might require access arrangements.

- 9.1.2. A candidate's access arrangements requirement is determined by the Director of Inclusion and Educational psychologist/Specialist teacher.
- 9.1.3. The Director of Inclusion will arrange for external testing of candidates where appropriate, to provide evidence in support of access arrangement applications.
- 9.1.4. Copies of professional qualification certificates are kept for all external assessors in the SEN office.
- 9.1.5. The Director of Inclusion is responsible for ensuring that the candidate assessment process is administered correctly.
- 9.1.6 Making access arrangements for candidates to take exams is the responsibility of the Director of Inclusion.
- 9.1.7. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Director of Inclusion.
- 9.1.8. Rooming for access arrangement candidates will be arranged by the Director of Inclusion with the exams officer.
- 9.1.9. Invigilation and support for access arrangement candidates will be organised by the Director of Inclusion with the exams officer.

## 10. Managing Invigilators

- 10.1 External and internal staff are used to invigilate examinations. Teaching staff will assist with the supervision of internal exams.
  - 10.1.1. These invigilators will be used for internal and external exams.
  - 10.1.2. Recruitment of invigilators is the responsibility of the Exams and Data Manager.
  - 10.1.3. Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.
  - 10.1.4. DBS fees for securing such clearance are paid by the centre.
  - 10.1.5. Invigilators are timetabled and briefed by the Exams Officer.
  - 10.1.6 Invigilators rates of pay are set by the centre administration.

## 11. On the Day of an examination

- 11.1. 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.
- 11.2. The Premises Team are responsible for setting up the allocated rooms.
- 11.3. The lead invigilator will start all exams in accordance with JCQ guidelines.
- 11.4. 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.
- 11.5. When being called into the exam room, to verify their identity, all candidates are checked against a candidate card that includes a candidate photograph.
- 11.6. In practical exams subject teachers may be on hand in case of any technical difficulties.
- 11.7. 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 at the end of the exam session.
- 11.8. A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## 12. Candidates

- 12.1. The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- 12.2. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- 12.3. 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 senior invigilator.
- 12.4. 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.
- 12.5. The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

## 13. Evacuation procedure during exams

Invigilators are responsible for maintaining the integrity of the exam and the welfare of the students if an emergency evacuation is required. Invigilators will follow the following procedure:

- Tell candidates to stop writing and close answer booklets.
- Explain to students how they will be evacuated and the non-talking rule.
- Remind students that scripts and all other belongings need to be left in the exam room and that bags are to remain outside the exam room.
- Pick up the attendance registers and note the time the exam was stopped.
- If the alarm stops, prior to evacuation, the invigilator should continue the exam from where the clock was stopped.
- If the alarm doesn't stop, evacuate room in an orderly manner – one row at a time, with invigilators evenly dispersed at the start, middle and end of the students.
- Invigilators are responsible for keeping candidates from talking to each other.
- Exam candidates to assemble in the Mendip courts, with candidates from each exam room standing in line together. Exam registers will be used to check everyone has been evacuated.
- Exams Officer to liaise with invigilators regarding re-starting the exam and contacting the awarding organisation for special consideration.

## 14. Special Consideration

- 14.1. 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, the Exams Officer, or the exam invigilator, to that effect.
- 14.2. 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.
- 14.3. The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.



## 15. Internal assessments and appeals

- 15.1. It is the duty of Curriculum Directors to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
- 15.2. Marks for all internally assessed work are provided to the Exams Officer by subject leaders or Curriculum Directors.
- 15.3. The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office.
- 15.4. In exceptional circumstances, for example the cancellation of an examination, where Centre Assessed Grades are awarded by the school, any appeals will be reviewed in accordance with the Futura Centre Assessed Grades Appeals Policy and the guidance provided by Ofqual and the department for Education.

## 16. Results

- 16.1. Results, enquiries about results (EARs) and access to scripts (ATS): KS4 candidates will receive individual result slips on results days, in person at the centre. KS5 candidates will also receive individual result slips via e-mail. This is to ensure that KS5 candidates are given the earliest opportunity to submit University clearing requests. The provision of staff on results days is the responsibility of the Exams officer.
- 16.2. 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 candidates consent is required before any EAR is requested. The application form for EARs is held on the school website, under the Students, Exams and Revision Section. The application form clearly states that marks may be reduced as a result of re-marking and that the re-marked score overrules previous marking. If a result is queried, candidates will be responsible for paying for the EAR via the on-line payment system. A printed receipt for the payment must be attached to the application form and submitted to the Exams and Data Manager's office. EARs will not be processed until proof of payment has been received.
- 16.3. ATs: After the release of results, candidates may request scripts to be returned from the Exams Boards using the ATS service. The application form for the ATS service is held on the school website, under the Students, Exams and Revision Section. Where script returns are requested by individual candidates, candidates will be responsible for payment via the on-line payment system. A printed receipt for the payment must be attached to the application form and submitted to the Exams and Data Manager's office. An ATS will not be processed until proof of payment has been received. Centre staff may also request scripts for investigation or for teaching purposes. Where scripts are being used for teaching purposes, the consent of candidates must be obtained. Payment for return of scripts for investigation or teaching purposes will be paid by the curriculum faculty.

## 17. Managing disputes

- 17.1. The school will support all candidates who submit an enquiry about results, or an appeal, by ensuring they have relevant information about their results and grade / mark boundaries to inform their decision.

- 17.2. As outlined in the Results section of this document, candidates are responsible for paying for EARs. Therefore there are no circumstances where the school might withdraw its support for the process that could result in a disagreement or dispute between the school and the candidate.

## 18. Certificates

- 18.1. Collection will be arranged for KS5 students. Certificates are presented in person and signed for. KS4 students will also be given opportunity to collect their certificates.
- 18.2. Where students are unable to attend presentation evenings, arrangements will be put in place for the certificates to be collected from school reception. Any certificate collected must be signed for. Certificates can be collected on behalf of a candidate by third parties, provided they have written authorisation to do so.
- 18.3. Certificates are not withheld from candidates who owe fees.
- 18.4. Students who fail to collect their certificates will be contacted and advised that unclaimed certificates will be held by the school for one year. After this time, certificates will be disposed of using a confidential re-cycling facility. Students will be warned that they will need to pay for replacement certificates.

## 19. Monitoring, evaluation and review

- 19.1. The school will monitor the impact of the policy using a range of methods and information including:
- Records of exam entries.
  - Records of exam results.
  - Changes to the relevant exams related legislation.
- 19.2. Tutors, subject staff, Curriculum Directors, Director of Inclusion, Deputy Curriculum Directors, Subject Leaders, Heads of House and Director of Sixth Form will liaise to check that entries have been made according to the policy.

**D Cooper, Vice Principal – Progress      14/09/2022**