



# Examinations Policy

## 2018 - 2020



Approved by Governing Body:

Review Date: July 2021

## 1. Purpose

The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.
- It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.
- This examination policy will be reviewed annually by the head of centre, senior leadership team, examinations manager and the governors.

## 2. Scope

- Internal and external examinations and assessments.

## 3. Objectives

To ensure that internal and external examinations and assessments are run in compliance with the regulations from the JCQ (Joint Council for Qualifications).

To ensure good practice in the running of examinations and assessments at The Khalsa Academy Wolverhampton, and to provide an equal and fair opportunity for all candidates undertaking examinations and assessments at the centre.

## 4. Responsibilities

Head of Centre:

- Overall responsibility for the school as an examination centre.
- Advises on appeals and Enquiries About Results (EARs).
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.
- Accounts for income and expenditures relating to all examination costs/charges.

Examinations Manager:

- Manages the administration of all public and internal examinations.
- 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.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations 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 examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework, controlled assessments and nonexamination assessment is completed on time.
- Receives, checks and stores securely all examination papers and completed scripts.

- 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 and on the instruction and guidance of the SENCO.
- Identifies and manages examination timetable clashes.
- Line manages the examination administrator in organising the training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Submits candidates' NEA 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of marking requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.

#### SLT Link:

- External validation of courses followed at Key Stage 4.
- Provides support to ensure effective delivery of Examination Manager role.
- Facilitates contact time with students and parents in order to distribute information and materials.
- Ensures the correct conduct of non-examination assessments (including endorsements) which comply with "Instructions for conducting non-examination assessments" and awarding body subject-specific instructions
- Oversees the Examination process.

#### Subject Leaders:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets (or electronic submission procedures) and declaration sheets.
- Oversight of the non-examination assessment process.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations manager.

#### Subject Teachers:

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of faculty.
- Agreement with heads of faculty any tiered entry requirements.
- Adherence to guidance on coursework and controlled assessment conditions, completion and deadlines, specifically JCQ publication "Instructions for completing controlled assessments"
- Adherence to JCQ publication "Instructions for conducting non-examination assessments"

#### SENCO:

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.

- Provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English translation for speakers of other languages, IT equipment to help candidates achieve their course aim.
- Adherence to JCQ publication “Access Arrangements, Reasonable Adjustments and Special Consideration”

Head invigilator/invigilators:

- Familiar with the roles and responsibilities of the invigilator as defined by JCQ.
- Must be conversant with the content of the JCQ publication “Instructions for conducting examinations”, which must be applied at all times.
- Will formally report any suspected incidences of malpractice.
- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Assistance with paperwork and dispatch of examination papers as necessary.
- Will attend training as provided, and read all relevant material issued.

Candidates:

- Confirmation and signing of entries.
- Understanding coursework, controlled assessment and non-examination assessment regulations and signing a declaration that authenticates the coursework/assessment as their own, where necessary.
- Adherence to all “Information for Candidates” JCQ publications outlining the responsibilities and conduct of candidates

## 5. The examinations package

The qualifications offered:

- The qualifications offered at this centre are decided by the Principal and the senior leadership team.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, heads of subject, SENCo, and the Senior Leadership Link. The final decision rests with the school.

Examination Timetables:

- Draft timetables for external examinations will be issued to students for checking.
- Once confirmed, final timetables will be issued to students. Details will also be made available on the school calendar and website.

Entries:

- Candidates are selected for their examination entries by the subject leaders and SLT for Curriculum.
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal.
- The centre will only accept entries from external candidates in exceptional circumstances, once agreed by the Principal.

Late entries:

- Entry deadlines are circulated to heads of subject via email.
- Late entries are authorised by the principal and examinations manager.

Examination fees:

- The centre will pay all normal examination fees on behalf of candidates.
- Late entry or amendment fees are paid by departments.
- 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.

## 6. Disability, access arrangements and special consideration

Arrangements for students with disability

- The Khalsa Academy Wolverhampton understands its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
- We will explore and provide access to suitable courses
- We will make reasonable adjustments to the service we provide to disabled candidates and submit relevant applications to do so
- Approved access arrangements will be applied during the course, and relevant applications for approval will be made
- Further information can be found in our Disability Policy

Access arrangements and special consideration:

- The Khalsa Academy Wolverhampton is committed to making its courses accessible by all.
- We will ensure that any request for access arrangements is considered fairly and appropriate testing of candidates is undertaken
- Where appropriate, an access arrangement application will be made and applied where approved.
- Applications for special consideration will be made where appropriate.
- Further information can be found in our Access Arrangements Process.

## 7. Examination management:

Premises and equipment

- The examinations manager will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms.
- Candidates are responsible for providing their own equipment.
- Some spare equipment will be made available. Tracing paper and compasses will be provided.

Staff present in the examination room

- Examination and invigilation staff will start all examinations in accordance with JCQ guidelines. Subject staff will not be permitted to enter the examination rooms.
- Papers must not be read by subject teachers or removed from the examination room before the end of a session.
- Any unused examination papers will be distributed by the Examinations Manager to heads of subject the day after the examination session.

#### Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and in all internal and external examinations and controlled assessments.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates are not permitted to leave an examination room within the first 60 minutes of an examination commencing.
- Candidates may request to leave the examination room for a genuine purpose after 1 hour, requiring an immediate return to the examination room.
- The student must be accompanied by a member of staff at all times during this absence. These absences should be minimal.
- Toilet breaks will be only be permitted in exceptional circumstances or where there is a medical need.
- Candidates need to make the most of their examination time and absences from the room cause disturbance for other candidates.
- Attempts will be made by the Year 11 progress leader, family support worker or other member of staff to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
- Candidates must follow the JCQ "Instructions for Candidates" regulations. Any deviance from this will be dealt with by the SLT link in accordance with JCQ guidelines.

#### Clash candidates

- The examinations manager and vice principal will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in line with JCQ guidelines. Appropriate documentation will be completed and delivered to JCQ as necessary.

#### 8. Results and Enquiries about Results (EARs)

##### Results:

- Candidates will receive individual results slips on results days in person at the centre.
- Results will not be issued over the telephone or to a third party.
- Results will be issued to staff and pupils on the advised results days, and not before.
- Arrangements for the school to be open on results days are made by the head of centre.
- The provision of staff on results days is the responsibility of the senior leadership team.
- Should it not be possible for a candidate to collect their results in person they may nominate a representative. If possible, the examinations manager should be informed in writing prior

to results day. On results day the representative should also provide the examinations manager with a letter of authorisation from the candidate, and their birth certificate or passport.

#### Post Results Service

- Following the issue of results, the post results service becomes available. This enables centres to make an enquiry about a result (EAR). This service covers a clerical re-check or a review of marking
  - An enquiry about a result will be made by the centre.
  - Prior to results day, senior leaders and subject leads will review candidates' marks and will identify where a review of marking might be appropriate.
  - The decision to review the marking lies solely with the centre.
  - Candidates will then be contacted on results day, or within one week of results day to ask for their written permission to request a review of marking
  - Students should be aware that a review of marking can result in the marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence.
  - The examinations manager will submit the review of marking request.
  - Candidates will be informed of the outcome of a review or marking within 2 days of it being returned to the academy.
  - Candidates should be aware that a review of marking can take up to 20 calendar days to be returned once it has been submitted.
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- Any student who wishes to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:
  - Speak to the subject lead on results day or as soon as possible thereafter (but at least 10 working days before the published deadline for EARs) in person to discuss the mark/grade.
  - If the academy agrees to support the EAR, the examination manager will obtain the student's consent and will make the EAR request on the student's behalf, as per the procedure outlined above.
  - If the academy does not support the EAR the student may appeal against the decision, using the Internal Appeals procedure. See Internal Appeals Policy

#### Internal Appeals

- The Khalsa Academy Wolverhampton has a written internal appeals policy relating to internal assessment decisions. This policy also details the procedure to manage disputes when a candidate disagrees with a centre decision not to support an Enquiry about Results (EAR)
- Candidates may appeal against an internal assessment that contributes to the final grade of the qualification (a non-examination assessment). The appeal may be that procedures have not been followed, or may be to request a review of marking of the assessment.
- Candidates may appeal against a centre decision not to support an EAR.

## 9. Examination Certificates

- Examination certificates and results are the property of the individual student, and are to be either collected in person, presented in person at awards evening, or collected by a third party requiring a signed letter of authority which will be retained for future reference.
- Enquiries for replacement certificates will be directed to the Awarding Body's web-sites - candidate must agree to pay the costs incurred.
- The centre retains certificates for 12 months as per the JCQ requirement.



## APPENDIX A: Malpractice and Maladministration

All allegations of malpractice or maladministration will be pursued in accordance with JCQ:  
Suspected Malpractice in Examinations and Assessments, Policies and Procedures

Examples of centre staff malpractice:

- Breach of security (e.g. permitting, facilitating or obtaining unauthorised access to examination material prior to an examination, tampering with candidate scripts or controlled assessments or coursework after the collection and before despatch to the awarding body/examiner/moderator, failing to keep candidates' computer files secure which contain controlled assessments or coursework).
- Deception (e.g. inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded, fabricating assessment and/or internal verification records or authentication statements).
- Improper assistance to candidates (e.g. assisting or prompting candidates with the production of answers; assisting candidates in the production of controlled assessments or coursework, or evidence of achievement, beyond that permitted by the regulators, permitting candidates in an examination to access prohibited materials (dictionaries, calculators, assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter beyond that permitted by the regulations).
- Failure to co-operate with an investigation.
- Maladministration (e.g. failing to issue candidates the appropriate notices and warnings, failing to ensure that candidates' coursework or work to be completed under controlled conditions is adequately monitored and supervised).

Examples of candidate malpractice:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Collusion - working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate (including the use of IT to aid the copying).
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework, or the contents of a portfolio.
- Plagiarism- unacknowledged copying from published sources or incomplete referencing.
- Impersonation - pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.