



Campion School

Exam Policy

Dated: March 2024
Review: March 2025

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Exam Policy

Policy details

Date of policy: March 2024

Date of next review: March 2025

Review to involve: Honorata Nawrot (Assistant Headteacher) and Christine Heath (Exams Officer)

Members of staff responsible for overseeing that this policy is implemented and regularly reviewed SLT Exams Team:

Davina Liddar (Deputy Headteacher)
Christine Heath (Exams Officer)
Shabbar Rizvi (Quality Nominee BTEC Exams)

Signature (Chair of Governors):



Signature (Headteacher):



Purpose of this 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.

This exam policy will be reviewed annually: by Honorata Nawrot/Davina Liddar and the Exams Officer.

POLICY EXPECTATIONS

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1 - EXAM RESPONSIBILITIES

HEAD OF CENTRE: at Champion School is Jassa Panesar, Headteacher and he has overall responsibility for the school as an exam centre.

Also responsible for reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.)

SLT EXAMS TEAM – DEPUTY/ASSISTANT HEADTEACHERS – Curriculum and Learning

- advise on appeals and re-marks
- organise external validation of courses followed at key stage 4/post-16
- organise internal exams
- line manage the Exam Officer

EXAMS OFFICER – role is to:

- manage the administration of public and internal exams
- advise the senior leadership team, subject and class tutors and other relevant support staff on exam timetables and application procedures as set by the various exam boards
- oversee the production and distribution to staff and candidates of relevant exam timetables for all exams in which candidates will be involved, and to communicate regularly with staff concerning imminent deadlines and events
- ensure that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consult with Deputy Headteacher to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provide and confirm data on estimated entries where necessary
- receive, check and store securely all exam papers and completed scripts according to JCQ Regulations
- liaise with the SENDCO to ensure that access arrangements are in place and applications have been made for special consideration using the JCQ *Access Arrangements and Special Considerations Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations*
- identify and manage exam timetable clashes
- bring to the attention of the Deputy Headteacher, invoices received for income and expenditures relating to all exam costs/charges
- organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- in conjunction with teaching staff, to submit candidates' coursework marks, ensure that coursework has been despatched and tracked and to store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- action the submission of special consideration requests for candidates following the end of the exam season

- arrange for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests
- maintain systems and processes to support the timely entry of candidates for their exams.
- attend relevant training appropriate to the role when necessary.

SUBJECT LEADERS

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Notify the exams officer in good time of any adjustment to exam entries and before the closing date, including tier changes

HEAD OF CAREERS - Guidance and careers information.

TEACHER

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to subject leaders.

SENDSCO

- Application for and 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 for speakers of other languages, IT equipment — to help candidates achieve their course aims.

LEAD INVIGILATOR/INVIGILATORS

- Assist the Exams Officer with the collection of exam papers and other material from the exam's office before the start of the exam.
- Collation of all exam papers in the correct order at the end of the exam and their return to the exam's office.
- Attend refresher/training sessions on an annual basis, including Intervention Staff.

CANDIDATES

- Understanding coursework regulations and signing a declaration that authenticates the coursework own.
- Understanding requirements of data protection notice and signing a consent form.
- Understanding requirements of any special consideration submission and signing a consent form.
- Understanding and signing a consent form relevant to any post-results requests.
- Responsible for reading any candidate information issued by JCQ and disseminated by the exams officer.
- Notify the exams officer/SLT Exams Team of any errors on their candidate exam timetable in good time.

- To arrive in good time for each of their exams with relevant equipment.
- Ensure that all JCQ rules are adhered to in the exams room.

ADMINISTRATIVE STAFF

- Support for the input of data.
- Safe receipt of exam papers and other stationery received and informing the exams officer.
- Posting of exam papers

2 - Key holders and Exams Officer absence

In the absence of the Exams Officer, the SLT Exams Team will step in to cover Invigilation and exams days. Some of whom are keyholders under JCQ regulations who can act in the absence of the Exams Officer.

3 - STATUTORY TESTS AND QUALIFICATIONS OFFERED

These are decided by the Head of centre, Deputy Headteacher and the Subject Leaders. The statutory tests and qualifications offered are GCSE, GCE A levels, and BTECs.

AT KEY STAGE 3 - All students have Teacher Assessments in all subjects.

AT KEY STAGE 4 AND POST-16 - All candidates will be entered for their relevant qualifications. Decisions on whether candidates should not take an individual subject will be taken in consultation with the SENDCO, subject teachers and the SLT Exams Team.

4 - EXAM SEASONS AND TIMETABLES

Exam seasons

- Internal exams for Y11 are scheduled in October, January and March. These take place under exam conditions.
- Internal exams for Post-16 are scheduled in January, April (Y13) and May (Y12). These take place under exam conditions.
- Internal exams for Y7-10 are scheduled in June and July. These take place under exam conditions.
- External written exams are scheduled in January, May and June.
- The external exam series used in the centre is decided by the Head of centre and the subject leaders.

Timetables

The exams officer of the SLT Exams Team will circulate the exam timetables for both external and internal exams once these are confirmed.

5 - ENTRIES: details, late entries and retakes

5.1 - Entries

- Candidates are selected for their exam entries by the head of sixth form, head of curriculum and subject leaders. A candidate or parent/carer can request a subject entry, change of level or withdrawal in agreement with any of the above.
- The centre currently does not take external private candidates. Any enquiries are referred to The Tutor and Exams Centre in Coventry.

5.2 - Late entries

Entry deadlines are circulated to subject leaders via the calendar, staff briefings, post and email. Late entries have to be authorised, and this is actioned by SLT Exams Team and exams officer.

5.3 - Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, SLT Exams Team and the exams officer and according to regulations and availability. (See also section 6: Exam fees)

6 - EXAM FEES

- GCSE initial registration and entry exam fees are paid by the centre.
- If AS exams are held, initial registration and entry exam fees are paid by the centre.
- A2 initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- 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.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements. This will be notified to parents/carers at the exam preparation meetings held each year.
- Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 5.3: Retakes)
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 12: Enquiries about results [EARs])

7 - EQUALITY LEGISLATION

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 exam officer.

Special needs

A candidate's special needs requirements are determined by the SENDCO, doctor and the educational psychologist / specialist teacher. The SENDCO 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 SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the exams officer. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCO.

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

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

8 - ESTIMATED GRADES

The subject leaders will submit estimated grades to the exams officer when requested.

9 - MANAGING INVIGILATORS AND EXAM DAYS

Managing invigilators

- External invigilators with Intervention staff will be used for all public exam supervision.
- SLT will act as roving Invigilators.
- The recruitment of invigilators is the responsibility of the exams officer and the rates of pay are set by the centre administration. The Head of Centre has overall responsibility for ensuring that there is adequate invigilation cover available.
- Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of the Head's PA/Head/Asst Head of Human Resources. DBS fees are paid by the centre.
- Invigilators are timetabled, trained and briefed by the exams officer.

Exam days

- The Exams Officer/Assistant Exams Officer will book all exam rooms after liaison with SLT, notify the Cover Supervisor and make the question papers, other exam stationery and materials available for the Invigilator/s.
- Site management – Premises Staff are responsible for setting up the allocated rooms.
- The Exams Officer or lead invigilator will start all exams in accordance with JCQ guidelines.
- SLT will be present prior to the start of the exam, to assist with identification of candidates.
- In practical exams subject teachers may be on hand outside of the room, in case of any technical difficulties, including IT support.
- Exam papers must not be read by subject teachers/invigilators or removed from the exam room before the end of a session. Papers will be distributed to subject leaders/department the next day and no later than 24 hours after the end of each exam.

10 - CANDIDATES, CLASHES and SPECIAL CONSIDERATION

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones, smartwatches, analogue watches and all electronic devices apply at all times. (*following JCQ guidelines*)
- Candidates' personal belongings remain their own responsibility entirely.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff/Invigilator will accompany them.
- SLT Exams Team are responsible for candidates who are late for their exams, or do not turn up at all.

Clash candidates

The Headteacher and Exams Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Special consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre/exam invigilator, to that effect. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

- The Exams Officer will then submit an online special consideration application to the relevant awarding body by the deadline set by the Exam Boards, having received signed consent from the candidate.

11 - Access Arrangements for Type I Diabetes

This policy pertains to those students with a formal diagnosis of type 1 diabetes, for whom access arrangements will be applied for directly to awarding bodies.

Campion school encourages students to have the responsibility for managing their diabetes. Each student has a written formal diagnosis and is given a health care plan. Some students manage their diabetes with a blood sugar monitor linked to an app on their mobile phone or SMART watch. This app is used to indicate whether a student needs to take further measures or seek advice with regards to their diabetes. Students use their mobile device as a medical monitor throughout the day and this is considered their normal way of working.

To ensure that students have the best opportunity to demonstrate their knowledge in mock exams and external examinations the following access arrangements will be applied with liaison with students with diabetes, their parents and recommendations from South Warwickshire National Health Foundation Trust.

- Allowing the child to bring their blood glucose monitor and testing strips in to the exam, and to test whenever necessary during the exam, seated accordingly, - under supervision of an exam invigilator. Mobile devices will be placed on the exam desk in sight of the invigilator.
- Allowing the child to bring hypo remedies in to the exam (this might include a sugary drink, sweets or a snack). Any hypo remedies will be placed in transparent pencil case on the exam desk in view of the invigilator.
- Allowing them to bring in water (hyperglycaemia can cause excessive thirst). Bottles will have the labels removed prior to the commencement of the exam.
- Allowing them supervised rest breaks, as frequently as they need (hyperglycaemia can cause frequent urination)
- Allowing supervised rest breaks to seek medical attention should the need arise.
- Allowing the students to sit in the place that is most appropriate for them, e.g., sitting close to the invigilator if they would like someone to keep a closer eye on them in case of a hypo/hyper.
- Consideration of 25% extra time for students who suffer anxiety due to their diabetes which may impact on them accessing the exam in the allocated time allowance.
- Making sure that the invigilator/s knows that there is a child with diabetes sitting the exam and what adjustments to usual procedure have been agreed.
- Making sure that the invigilator/s understands about diabetes and how it can affect a child in an exam.

For the purpose of evidence in the application to examination boards for use of a mobile device as medical monitor the following will be provided.

- Campion School Medical Monitoring with a Mobile Device policy.

- A student's formal written diagnosis of type I diabetes
- A file note by the SENDCO stating the use of a mobile device as medical monitor and the application of rest breaks.

12 - COURSEWORK and APPEALS AGAINST INTERNAL ASSESSMENT

Internal Assessment

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Subject leaders will ensure all coursework is ready for despatch at the correct time and will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the exam's office by the subject leaders.

Appeals against internal assessments

- *Please see [Campion School – Exam Complaints and Appeals Procedure](#)*

13 - RESULTS; enquiries about results (EARs) and access to scripts (ATS)

Results

Candidates will receive individual results slips on results day in person at the centre. Candidates may request, in advance, that these are posted to their home addresses and supply a stamped addressed envelope. Arrangements for the school to be open on results days are made by Head of Centre and SLT. The provision of staff on results days is the responsibility of senior leader for curriculum and learning.

EARs (Enquiries about results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. When the centre has not already requested an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this, they can be charged the EAR fee. (*See section 6: Exam fees*)

ATS (Access to scripts)

- After the release of results, candidates may ask subject staff to request the return of papers within five days' scrutiny of the results.
- 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.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once a script has been returned.

14 - CERTIFICATES

- Certificates can be collected and signed for on a pre-notified date, by the candidate or a nominated third party, provided they have been authorised to do so.
- Certificates may be withheld from candidates who owe any fees that are exam related.
- A transcript of results may be issued on request.
- The centre retains all uncollected certificates for a minimum period of one year.
- Any replacements required due to loss, will be the responsibility of the candidate.