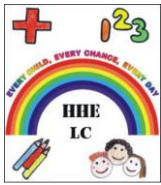


Hospital and Home Education Learning Centre

EXAMINATION POLICY AND PROCEDURES

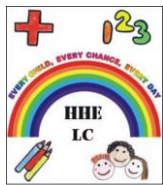
November 2016

Reviewed by Chair of Governors, Judith Ward on 23/03/2017



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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 annually.
- The exam policy will be reviewed by the Head Teacher, Head of Home and Head of Hospital.

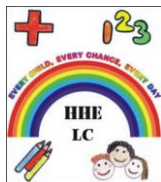
EXAM RESPONSIBILITIES

Having overall responsibility for the school as an exam centre, the Head Teacher:

- Advises on appeals and re-marks.
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document - suspected malpractice in examinations and assessments.

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.
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 08/09.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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:

- Submission of candidates' names to Exams Officer.

The 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 exams 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 Exams Officer.

Candidates are responsible for:

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

QUALIFICATIONS

QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the Head Teacher, Head of Home and Head of Hospital.

The qualifications offered are variable to mirror those in Learner's Mainstream Schools and include AIM awards, Functional Skills, GCSE, BTEC, AQA Awards and Certificates.

If there has been a change of specification from the previous year, the Exams Officer must be informed by last day of September of current academic year.

Informing the Exams Officer of changes to a specification is the responsibility of the teachers.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the teachers and Head Teacher.

EXAM SERIES AND TIMETABLES

EXAM SEASONS

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in November, January, March, May and June.

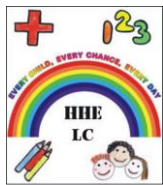
Mock examinations are held under external exam conditions.

The Head Teacher decides which exam series are used in the centre.

On-demand assessments can be scheduled only in windows agreed with the Senior Leadership Team and the Exams Officer.

TIMETABLE

Once confirmed, the Exams Officer will circulate the exam timetable for external



exams.

ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates are selected for their exam entries by the subject teachers and Head of Home or Head of Hospital accordingly.

Entry deadlines are circulated to all teachers via e-mail and briefing meetings. Late entries are authorised by Head Teacher, Head of Home and Head of Hospital.

EXAM FEES

Candidates will not be charged for changes of tier or withdrawals made by the proper procedures or alterations arising from administrative processes **provided these are made within the time allowed by the awarding bodies.**

Exam fees are paid by the Learning Centre and claimed directly from schools where appropriate. Fee reimbursements may be sought from candidates who fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

DISABILITY DISCRIMINATION ACT

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

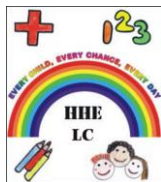
The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.

ACCESS ARRANGEMENTS

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 SENCO, GP and Educational Psychologist/Specialist teacher.

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 and the SENCO.

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.

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Senior Leadership Team.

ESTIMATED GRADES

Subject teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

MANAGING INVIGILATORS

Internal staff are used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

When external invigilators are required recruitment of invigilators is the responsibility of the Head Teacher.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Learning Centre. DBS fees for securing such clearance are paid by the learning Centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the Learning Centre.

MALPRACTICE

The Head Teacher is responsible for investigating suspected malpractice.

EXAM DAYS

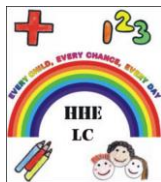
The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for the setting up the allocated rooms.

The invigilators 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 relevant 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

The Learning 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 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 expected to stay for the full exam time at the discretion of the Exams Officer or Head Teacher.

Note: for exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.

The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.

CLASH CANDIDATES

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

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, the Exams Officer, or the exam invigilator, to that effect.

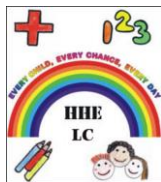
The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

INTERNAL ASSESSMENTS AND APPEALS

INTERNAL ASSESSMENT REPLACES THE LARGELY DISCONTINUED TERM COURSEWORK AND INCLUDES GCSE CONTROLLED ASSESSMENTS

The responsibility for marking and submitting GCSE controlled assessments to the exam board is with the pupil's home school. Other awards may be submitted directly via the exams officer. The overall responsibility for all controlled internal assessments is with the Head Teacher, other responsibilities are as follows:

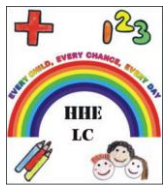


The Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments.
- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Map overall resource management requirements for the academic year.
- Ensure that all staff involved have a calendar of events.
- Create, publish and update an internal appeals policy for controlled assessments.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Teachers

- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting controlled assessments.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the home schools exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign authentication forms on completion of an assessment.
- Obtain a record of the marks awarded by the home school.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, ensure the candidates work is passed by hand to the home school and signed for, retain a copy of the candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain a copy of candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCo) for any assistance required for the administration and management of access arrangements.



Exams office staff

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- In exceptional circumstances where controlled assessments cannot be conducted in the classroom arrange suitable accommodation where controlled assessments can be carried out, at the direction of the senior leadership team.

SENCo

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

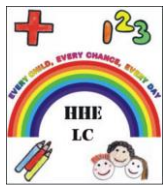
RESULTS

RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

Where individual Schools are not responsible:

Candidates will receive individual result slips on results days, in person at the centre. Arrangements for the centre to be open on results days are made by the Head Teacher, Head of Home and Head of Hospital.

The provision of staff on results days is the responsibility of the Head Teacher.



EARS

EARs may be requested by Learning 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 Teacher will investigate the feasibility of asking for a re-mark at the Learning Centre's expense.

When the Learning 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.

Learning 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

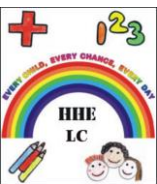
Certificates are collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates may be withheld from candidates who owe fees.

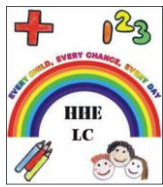
The centre retains certificates for six years.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.



Risk Assessments – Tutors are required to consider the below risks and complete a risk assessment for each pupil (if applicable) and submit this to the Head Teacher

| Example risks and issues | Possible remedial action | | Staff |
|---|---|--|-----------------------------|
| | Forward planning | Action | |
| Timetabling | | | |
| Controlled assessment schedule clashes with other activities | Plan/establish priorities well ahead (e.g. at the start of the academic year) | Plan dates in consultation with school calendar – negotiate with other parties | Exam Officer/Personal Tutor |
| Controlled Assessment clashes with medically related needs | Inform medics and related agencies as soon as the controlled assessment schedule is known | Publish dates at review meetings | Exam Officer/Personal Tutor |
| Too many controlled assessments close together across GCSE subjects | Plan controlled assessments so they are spaced over the duration of the course | Space controlled assessments to allow candidates sometime between them | Exam Officer/Personal Tutor |
| | | | |
| | | | |
| Accommodation | | | |
| Specialist accommodation required for medical need | Advise Exams Officer as soon as any special need is known so equipment can be sourced | Submit list of needs to exams officer by email and cc head teacher | Personal Tutor |
| | | | |



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|-------------------------------------|---------------|
| Date of original policy | November 2014 |
| Review Date: | March 2017 |
| Date approved by Chair of Governors | 23.03.2017 |
| Signature of Chair of Governors | Judith Ward |
| To be reviewed: | Annually |