



Penistone Grammar School

Advanced Learning Centre

Policy Statement:
Examinations

Never Stop Flying

<i>Policy last reviewed:</i>	<i>Due for next review:</i>	<i>Role Responsible</i>
<i>5th May 2017</i>	<i>4th May 2018</i>	<i>Associate Principal</i>

At Penistone Grammar School Advanced Learning Centre we seek to promote good behaviour through a mutual understanding and respect for our core values (Aim High; Be Brave; Be Supportive; Be Determined; Be Proud).

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 by the Associate Principal and Exams Officer annually.

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Equality Statement

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Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

EIA outcomes

No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

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A) 11-19 Examination policy

1. Examinations responsibilities

Exams Officer/Exams and Data Assistant

Manages the administration of External and Internal exams:

- Advises the Strategic Leadership Team, teaching and associate 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.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages, trains and monitors the team of exam invigilators responsible for the conduct of exams (recruitment organised by the Business Support Officer-HR).
- 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).
- Ensuring exam entries are 100% correct, amendments must be passed to the exam office immediately.

The SEN Coordinator SENCo is responsible for:

- Identification and testing of candidates requirements for access arrangements.



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- 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 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 office.
- Ensuring the exam room runs to JCQ guidelines.

Candidates are responsible for:

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

B) Qualifications

1. Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre and Strategic Leadership Team.

The qualifications offered are GCE, GCSE, iGCSE, BTEC, Levels 1 and 2 Awards

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams office must be informed before the end of the summer term.

Informing the exams office of changes to a specification is the responsibility of the Curriculum Area Leaders (CAL's).

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers, CAL's, Exams Officer and Associate Principal.

C) Examination series and timetables

1. Exam seasons

Internal exams and assessments are scheduled throughout the academic year.

External exams and assessments are scheduled in May and June.



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Internal exams are held under external exam conditions.

The Head of Centre and Exams Officer decides which exam series are used in the centre.

Assessments are not offered on an on-demand basis.

2. Timetable

Once confirmed, the Exams Officer will circulate the exam timetable for Internal/External exams.

D) Entries, entry details and late entries

Candidates are selected for their exam entries by the Curriculum Area Leader and subject teachers.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal without consultation with the SLT.

The centre accepts entries from former candidates only, within 1 year of leaving.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to Curriculum Area Leaders via email and internal post/pigeon hole.

Late entries are authorised by Exam Officer and Associate Principal.

Re-sit decisions will be made in consultation with candidates, Associate Principal, Head of Post-16 and CAL's.

E) Examination 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.

AS entry exam fees are paid by the Centre.

A2 entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Departments.



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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.

Re-sit fees are paid by the Centre unless students do not engage and attend compulsory support sessions.

Re-sit fees due to malpractice will be paid by the student.

F) Disability Discrimination Act

All exam centre staff must ensure they meet the requirements of the Disability Discrimination Act 1995 and 2005 and the Equality Act 2010

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 she/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 Directgov website.

The centre will meet the disability provisions under the DDA Acts and 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 Exams Officer.

1. Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an 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.

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

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 Exam Officer.

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Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

2. Overseas students

Managing overseas students is not applicable at the moment.

3. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer (please see separate document).

4. Private candidates

Managing private candidates is the responsibility of the Exams Officer.

G) Managing invigilators

External staff are used to invigilate examinations.

These invigilators will be used for Internal and External exams.

Recruitment of invigilators is the responsibility of the Exams Office.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of Centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams office.

Invigilators rates of pay are set by the centre administration.

1. Malpractice

The Exams Office is responsible for investigating suspected malpractice.



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2. Examination 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 setting up the allocated rooms.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam outside the exam room 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 the relevant departments at the end of the exam session.

H) Candidates

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 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 Senior Invigilator.

Note: 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.

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

1. Clash candidates

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

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2. 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 appeal to the relevant awarding body within seven days of the exam.

3. External Candidates

As we are not a registered centre for external candidate's, only students who attended Penistone Grammar School ALC and completed their examinations the previous summer will be accepted.

I) Internal assessments and appeals

1. Internal assessment/controlled assessment

It is the duty of Curriculum Area Leaders to ensure that all internal/controlled assessments are 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.

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Curriculum Area Leader.

2. Appeals against internal assessments

The process for managing appeals against internal/controlled assessments is detailed in a separate appeals policy, available from the exams office.

J) Examination Results

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 Exams Officer.

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



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1. Enquiries about results (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.

If a result is queried, the Exams Officer, Head of centre and teaching staff 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.

2. Access to scripts (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.

K) Certificates

Certificates are presented in person at the annual Celebration Evening.

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

Certificates are 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.



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