Fair Ways Education - GLADE School Exams Policy

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Contributors: Lorrie Shulman (V10), Will Sales (V12)

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Fair Ways Vision, Mission and Values

Our vision
To build a community that changes lives, makes a difference to society and leaves a legacy greater than us and our contributions.

Our mission
To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values
Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within the organisation to *play their part*:

PROFESSIONAL	**A**CCEPTING	**R**EFLECTIVE	**T**RANSPARENT
· We do what we say we will · We approach challenges with optimism and enthusiasm · We don't judge, we notice · We put the needs of the service before our own personal gains	· We don't give up on people · We value all individuals and are willing to challenge them · We embrace each other's differences as much as our similarities · We accept responsibility for our actions	· We give feedback, we invite feedback, we listen to feedback · We look inward before we look outward · We learn as much from our mistakes as from our successes · We listen to each other, learn from each other and grow together	· We are always willing to explain why · We have the courage to be open and honest · We earn trust through our transparency · We live by our values even when no-one is watching

1 Statement of Intent

1.1 As stated in other policies we are committed to providing a caring, friendly and safe environment for all our young people so they can live and learn in a relaxed and secure atmosphere. Our intent is to ensure this continues during the exam period, and all our young people feel comfortable and safe during exams and are able to give 100% to each exam taken. This policy is used as guidance for the implementation and completion of all exams taken within Fair Ways Education.

1.2 The purpose of this Exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

1.3 It is the responsibility of all staff involved in the school exam process to read, understand and implement this policy.

1.4 The Exams policy will be reviewed annually in line with JCQ amendments. The Exams policy will be reviewed by the Deputy Heads and Exam Officers.

1.5 Where references are made to JCQ regulations / guidelines, further details can be found at https://www.jcq.org.uk/

2 Exam responsibilities

2.1 **The Head of School:**

- Has overall responsibility for the school as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document: *Suspected malpractice in examinations and assessments*.

2.2 Exams Officer[1]:

- Manages the administration of Internal and External Exams with Coursework.
- Advises the senior leadership team including Curriculum Managers, subject leads and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all school staff 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, alongside the admin team, that candidates and their parents / carers are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and / or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- In conjunction with school staff, receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *'A guide to the special consideration process'.*
- Identifies and manages exam timetable clashes.
- In conjunction with administrator, accounts for income and expenditures relating to all exam costs / charges.
- Line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks and any other material required by the appropriate awarding bodies are submitted correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

[1] This is the individual to whom the Head of School has delegated responsibility for the administration of exams in their school.

- Is responsible for identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements.
- Processing any necessary applications in order to gain approval (if required).
- Provide the access arrangements required by candidates in exams rooms.

2.3 Deputy Head or Curriculum Manager:

- Has responsibility for guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

2.4 Teachers and subject leads:

- Are responsible for supplying information on entries, coursework and controlled assessments as required by the subject lead and /or Exams Officer.

2.5 Lead Invigilator / Invigilators: (refer Appendix A; Role of Invigilators)

- Are responsible for assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exam's office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam's office.

2.6 Candidates

- Are responsible for confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

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3 Qualifications offered

3.1 The qualifications offered at GLADE School (Totton and Eastleigh) are decided by the Senior Leadership Team. The types of qualifications offered are:

- AQA
  - Entry Level Certificate
- Pearson Edexcel:
  - Functional Skills (L1/L2)
  - GCSE (Foundation & Higher Tier)
  - BTEC First (L1/L2)
  - BTEC Tech Award (L1/L2)

3.2 The subjects offered for these qualifications in any academic year may be found in the school's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the Exams Officer and Deputy Head/Curriculum Manager must be informed by March.

3.3 Decisions on whether a candidate should be entered for a particular subject will be taken by *Subject Lead* in consultation with the *Deputy Head and Curriculum Manager.*

4 Exam series

4.1 Internal exams (mock or trial exams) and assessments are scheduled in the Autumn and Spring Term.

4.2 External exams and assessments are scheduled for the January and/or June Series.

4.3 Internal exams are held under external exam conditions.

4.4 The school does offer some assessments on an on-demand basis. If offered, on demand assessments can be scheduled only in windows agreed between the Deputy Head/Curriculum Manager and the Exams Officer.

5 Exam timetables

5.1 Once confirmed, the Exams Officer will circulate the exam timetables for internal and / or external exams at a specified date before each series begins.

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6 Entries, entry details and late entries

6.1 Candidates or parents / carers can request a subject entry, change of level or withdrawal.

6.2 The school does not accept entries from private candidates.

6.3 The school does not act as an exams centre for other organisations.

6.4 Entry deadlines are circulated to Subject Leads via email, briefing meetings, internal post.

6.5 Subject Leads will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

6.6 Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Deputy / Head of School.

6.7 GCSE re-sits / retakes are allowed.

6.8 Functional skills re-sits / retakes are allowed.

6.9 Re-sit decisions will be made by the Head / Deputy of School in consultation with Students and Subject Leads.

7 Exam fees

7.1 Fair Ways Education 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.

7.2 The Exams Officer will publish the deadline for actions well in advance for each exam series.

7.3 GCSE entry exam fees are paid by the school.

7.4 Functional skills entry exam fees are paid by the school.

7.5 Late entry or amendment fees are paid by the school.

7.6 Fee reimbursements are not sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

7.7 Re-sit fees are paid by the school.

8 Equality Legislation

8.1 All exam staff must ensure that they meet the requirements of any equality legislation. The school 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 *Exams Officer.*

9 Access arrangements

9.1 The Exams Officer / Deputy Head / Curriculum Manager will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments / exams.

9.2 A candidate's access arrangements requirement is determined by the Exams Officer / Deputy Head / Curriculum Manager.

9.3 Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Exams Officer / Deputy Head / Curriculum Manager.

9.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer / Deputy Head.

9.5 Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

9.6 Provide use of a word processor in some circumstances as per Appendix A: Exam Use of Word Processor.

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10 Contingency planning

10.1 Contingency planning for exam administration is the responsibility of the Exams Officer.

10.2 Contingency plans are available via email, briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. (Refer Exam Contingency Plan [DOC REF SC19]

11 Estimated grades

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

12 Managing invigilators

12.1 External staff will not be used to invigilate examinations.

12.2 Recruitment of invigilators is the responsibility of the Head of School and Deputy Head. (see Appendix A: Role of Invigilators)

12.3 GLADE School (Totton and Eastleigh) will use contracted staff as invigilators, making sure they are not Subject Leads or associated with the exam subject area.

12.4 All invigilators will be familiar with the JCQ Invigilator guide.

13 Malpractice

13.1 The Head of School, in consultation with Exams Officer / Deputy Head, is responsible for investigating suspected malpractice.

14 Exam days

14.1 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.

14.2 The Senior Invigilator / member of staff will start and finish all exams in accordance with JCQ guidelines.

14.3 Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

14.4 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

14.5 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 in accordance with JCQ's recommendations and will not be read or copied by any person prior to marking.

14.6 After an exam the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Deputy Head and/or Curriculum Manager.

15 Candidates

15.1 The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer/ Deputy or Head of School.

15.2 GLADE School's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility, and the school accepts no liability for their loss or damage.

15.3 In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

15.4 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 Senior Invigilator/ school staff member.

15.5 Candidates who leave an exam room must always be accompanied by an appropriate member of staff.

15.6 The Senior Invigilator/ school staff member is responsible for handling late or absent candidates on exam day.

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16 Clash Candidates

16.1 The Senior Invigilator / school staff member will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

17 Special Consideration

17.1 Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Deputy Head / Head of School to that effect.

17.2 The candidate must support any special consideration claim with appropriate evidence within five days of the exam.

17.3 The Exams Officer will make a special consideration application to the relevant awarding body within five days of the exam.

18 Internal Assessment

18.1 It is the duty of the Subject Lead to ensure that all internal assessments are ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

18.2 Marks for all internally assessed work are provided to the Exams Officer and Deputy Head by the Heads of Subjects. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the school's Internal Appeals Procedure (IAP) document.

19 Results

19.1 Candidates will receive individual results slips on results days:

- in person at the school
- posted (recorded delivery)

19.2 The results slip will not be in the form of a school produced document.

19.3 Arrangements for the school to be open on results days are made by the Deputy /Head of School.

19.4 The provision of the necessary staff on results days is the responsibility of the Deputy / Head of School.

20 Enquiries about Results (EAR)

20.1 EARs may be requested by school staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

20.2 The cost of EARs will be paid by the school.

20.3 All decisions on whether to make an application for an EAR will be made by the Deputy / Head of School.

20.4 If a candidate's request for an EAR is not supported, the candidate may appeal, and the school will respond by following the process in its Internal Appeals Procedure (IAP) document.

20.5 All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

21 Access to Scripts (ATS)

21.1 After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

21.2 School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

21.3 An EAR cannot be applied for once an original script has been returned.

21.4 The cost of EARs will be paid by GLADE School.

21.5 Processing of requests for ATS will be the responsibility of the Exams Officer.

22 Certificates

22.1 Candidates will receive their certificates

- in person at the school

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- by post to their home
- collected and signed for

22.2 Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

22.3 The school retains certificates for 4 years.

22.4 A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

23 Associated Documentation & Legislation

- Exam Contingency Plan [DOC REF SC19]

Appendix A: Roles of Invigilators

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy	• Head of School • Deputy Head • Subject Leads • Heads of Curriculum • Senior leadership team • Exams Officer • Subject teachers • Candidate • Parent / carers • Other (please specify)	• Doctor • Pastoral teacher • Educational Psychologist • Specialist teacher • Exams Officer • Other (please specify)	• Exams Officer • School administration • Support staff • Senior leaders • External staff • Agency employees • Head of School • Senior leadership team • Senior Invigilator • Invigilator • Other (please specify)

Appendix B: Use of word processors in exams

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically, and word processors are provided to all candidates
- If they need support with handwriting
- If they have a:
    - Physical disability
    - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
    - Medical condition
    - Sensory impairment

We will use our judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computer-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off and will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script, and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.