



KING SOLOMON

ACADEMY

Examinations policy

POLICY INFORMATION

Named personnel with designated responsibility for Examinations

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2022/23	Max Haimendorf	Siobhan Crompton (mat leave Oct 22) Richard Tindell (Mat cover Oct 22 onwards)		Jennifer Moses

Policy review dates

Frequency of review: Annual

Review Date	Changes made	By whom
October 2022	Updates made regarding responsibility ownership Update made to 3.9 to ensure additional checks in place for Access Arrangements Update made to 3.16 on food and drink in an exam	Siobhan Crompton Camilla Al-Hariri
November 2021	Updates made to sections 3.3, 3.15 and 3.16 to reflect changes in JCQ guidance for 2021-22	Siobhan Crompton Camilla Al-Hariri

Ratification by Governing Body

Academic year	Date of ratification	Chair of Governors
		Jennifer Moses

Dates of staff training for this academic year

Dates	Course Title	Staff
October 2022	Invigilation Training	Tutor Fellows
April 2023	Invigilation Training	All teaching staff
May 2023	Invigilation Training	External Invigilation Staff

CONTENTS

1	AIMS OF THE POLICY	5
1.1	<i>The purpose of this exams policy is:</i>	5
2	EXAM RESPONSIBILITIES	5
3	EXAM PRACTICE AND PROCEDURES	8
3.1	<i>Qualifications offered</i>	8
3.2	<i>Equality</i>	8
3.3	<i>Exam series</i>	9
3.4	<i>Exam timetables</i>	9
3.5	<i>Entries, entry details and late entries</i>	9
3.6	<i>Exam fees</i>	10
3.7	<i>Procedure for candidates to apply to sit additional qualifications at King Solomon Academy</i>	10
3.8	<i>Equality Legislation</i>	10
3.9	<i>Access arrangements</i>	11
3.10	<i>Contingency planning</i>	11
3.11	<i>Estimated grades</i>	11
3.12	<i>Managing invigilators</i>	12
3.13	<i>Malpractice</i>	12
3.14	<i>Exam days</i>	12
3.15	<i>Exam Materials</i>	14
3.16	<i>Candidates</i>	15
3.17	<i>Clash candidates</i>	15
3.18	<i>Special consideration</i>	15
3.19	<i>Internal assessment</i>	16
3.20	<i>Results</i>	17
3.21	<i>Enquiries about Results (EAR)</i>	17
3.22	<i>Access to Scripts (ATS)</i>	17
3.23	<i>Certificates</i>	18
3.24	<i>Enquiries about Results (EAR)</i>	18
3.25	<i>Access to Scripts (ATS)</i>	18
3.26	<i>Certificates</i>	18

1 AIMS OF THE POLICY

1.1 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.

It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Head of Centre, the Examinations Officer and the designated senior member of staff with responsibility for exams, who owns it.

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

General Contacts

All correspondence regarding examinations needs to go through the Exams Officer (Camilla Al-Hariri) and the Senior Leader responsible for Curriculum (Siobhan Crompton- mat leave from Oct 22; Richard Tindell, maternity cover from Oct 22).

For conversations about access arrangements, all emails should include the Exams Officer (Camilla Al-Hariri) and the Secondary SENDCo (Elizabeth Idowu).

2 EXAM RESPONSIBILITIES

The head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Ensures multiple senior leaders are trained in exams to ensure the Exams Officer is well supported throughout the examination series.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- accounts for income and expenditures relating to all exam costs/charges
- decisions on post-results procedures.

Exams officer¹:

- manages the administration of internal exams and external exam.
- advises the senior leadership team, subject and class tutors, 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 centre 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 that candidates and their parents 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.
- 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 publications for Access Arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- manages the lead invigilator in organising the training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies 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.

Heads of department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries in agreement with SLT.
- 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.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **SENCo** 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 process any necessary applications in order to gain approval (if required).

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

The **Lead invigilator** is responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- ensuring the main exam room is set up correctly and all necessary equipment is present.
- Ensuring the correct candidates and invigilators are present during an examination and completion of the attendance register.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Invigilators are responsible for:

- assisting the exams officer and lead invigilator in the efficient running of exams according to the current JCQ regulations.

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 the conduct themselves in all exams according to the JCQ regulations.

3 EXAM PRACTICE AND PROCEDURES

3.1 Qualifications offered

The qualifications offered at this centre are decided by the Headteacher and the member of staff with responsibility for Curriculum.

The types of qualifications currently offered (as of January 2020) are GCSEs, BTEC, A-Levels and ELCs (Entry Level Certificates).

The subjects offered for these qualifications in any academic year may be found on the school's website. If there is to be a change of specification for the next year, the exams office must be informed by September. Informing the Exams Office of changes to a specification is the responsibility of the Head of Department.

3.2 Equality

All pupils have an equal opportunity to study all qualifications if they meet the grade entry criteria. To inform decisions:

- Students are given termly reports with their academic attainment in each subject
- Students are given information about different qualifications available in form time sessions/assemblies
- Students attend one-to-one meetings with the on-site careers advisor throughout the academic year prior to the pupil starting a new qualification (e.g. discussed in Year 9 if the pupil is starting the qualification in Year 10)
- Parents are informed of subjects on offer in parent information evenings, an options booklet and using the school website on what the courses involve and what the course leads onto in the next stage of their education
- Parents attend two parents meetings a year to learn about their child's progress
- Students and parents receive written confirmation of their subject choices

Any pupils being withdrawn from qualifications will be discussed between a member of SLT, the child and parents. Entry changes are taken by Head of Department in consultation with the Head of Year and

Headteacher.

3.3 Exam series

Internal exams (mock exams) and assessments are scheduled in the spring term.

External exams and assessments are scheduled in May and June.

Internal exams are held under external exam conditions.

The Headteacher and Exams Officer decide which exam series we will enter candidates for in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the candidate and the Headteacher.

3.4 Exam timetables

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

3.5 Entries, entry details and late entries

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

The centre does not accept entries from private candidates, except if they are staff members or pupils if given permission by the headteacher.

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

Entry deadlines are circulated to heads of department/curriculum via email. They will be informed of this in January for May/June exams. Entries should be submitted in the Master Entries excel document, saved on SharePoint which should include which qualifications and tier each candidate is taking.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Head of Department and their Line manager to the Exams Officer by email, copying in the Head of Curriculum.

After each amendment, the Exams Officer will ask the Head of Department to sign the amendment document to confirm this is correct.

All Re-sit decisions will be made by the Headteacher in consultation with relevant Head of Departments

and Head of Years.

3.6 Exam 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.

The exams officer will publish the deadline for action well in advance for each exams series.

GCSE entry exam fees are paid by the centre, except where an application for additional qualifications is made by a parent/pupil and the pupil is given permission to pursue an application with the fees being paid by the parent (as either an internal or external applicant).

Late entry or amendment fees are paid by the centre unless they relate to exams where the exam fee is being paid by the candidate.

3.7 Procedure for candidates to apply to sit additional qualifications at King Solomon Academy

If students would like to take additional GCSEs not taught by the school, students and parents must apply using the application form available on the website.

This should be given to the Exams Officer by February 1st at the latest for examination occurring in the Summer Term.

A decision will be made by the Headteacher (or their designee) as to whether the student should be entered as an external candidate or an internal candidate and who should pay for the entry fee or whether the school will not be able to run the examination. The decision will be given in writing within 14 days (where possible), or by February 15th where this is not possible.

If the student or parent does not agree with the decision, a meeting can be requested with the Headteacher or a designee to discuss the decision and the reasons for the decision.

The Headteacher's (or their designee's) decision after this meeting is final.

3.8 Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation, including the Equality Act 2010.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher.

The Curriculum is reviewed annually by the Head of Curriculum and Headteacher to ensure it meets the

needs of all our students, including those with a disability, as defined by the Equality Act 2010.

3.9 Access Arrangements

The SENCo 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.

A candidate's access arrangements requirement is determined by the SENCo and Head of Inclusion.

Once a provisional list has been made, staff members from the relevant year groups are consulted to check a complete list of students who may require access arrangements is gathered.

We employ an external assessor. Her qualifications have been checked by both the SENCo and Exams Officer.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo, who supports and monitors the external assessor to complete the assessments.

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 Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ Access Arrangements regulations, will be organised by the Exams Officer.

Finalised approved Access Arrangements can be found in SharePoint and will be reviewed by the VP Curriculum before mock exams.

3.10 Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Contingency plans are available in the Exams Office area of SharePoint and by email, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

3.11 Estimated grades

Estimated grades are rarely required by exam boards from June 2016. Head of Departments and their

Line managers are responsible for ensuring estimated grades are available if required for their subjects.

3.12 Managing invigilators

External staff may be used to invigilate examinations.

Invigilators are timetabled, trained, and briefed by the Exam Officer and a member of SLT.

The Lead Invigilator has responsibility for ensuring the correct staff and invigilators are in the exam room during the examination.

3.13 Malpractice

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

3.14 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. This will involve coordinating with all Heads of Small Schools and making bookings in Academy Calendars.

Site management staff are responsible for setting up the allocated rooms and will be advised of requirements at least 1 month in advance.

The Exams Officer will inform SLT of any staffing needed at least 3 weeks in advance of a mock or real examination to ensure the correct staffing is in place.

Any teacher who teaches the students for the subject being examined should not be present in the examination rooms at any time before or during the examination, including teaching assistants.

The Lead invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not 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 and what they can do. It is the Lead Invigilator's job to ensure these rules are followed.

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

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 heads of department in accordance with JCQ's recommendations and never before 1 hour after candidates have completed it.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the lead invigilator.

Invigilation guidance

If you are invigilating for an exam, please arrive at least 15 minutes before the published start time. If

this is not possible, let VP Curriculum and the Exams Officer know as soon as possible.

The exams folder should be present at the front of the room. This will contain the 'Instructions for conducting examinations' and will have all the information you need. All invigilators should have read this document. It is the lead invigilator's responsibility to ensure this is present in the examination room.

2 important parts of this document are laminated. One is the start of exam announcement which should be read out at the start of every external examination. The other is a checklist you should use during an examination to ensure the rules of the examination are being followed.

Problems with papers or entries.

If there are any problems with exam papers or students' entries to sit examinations, it is important to contact the Exams Officer and the Headteacher as soon as possible.

The Exams Officer will check all exam packets in the exams cupboard to ensure the correct packets are leaving the secure area, and get a 2nd pair of eyes to check this. If the incorrect packet is opened, it should be immediately resealed and the exams officer is responsible for reporting to the exams board immediately.

Equipment

An exam box should be found in each examination room which should have all essential items. In the

Exam box should be:

- Exam cards
- Seating plans
- Blank seating plans
- Register
- Board pens
- Black pens
- Calculator
- Rulers
- Blotack
- Elastic bands
- Treasury tags
- Lined paper (mocks)/additional exam paper (External)
- Exam folder
- Envelopes
- Rubber
- Pencils

The following should also be present in all exam rooms:

- Exams (brought by the Exams Officer)
- Exam in progress signs
- Telephone and warning to candidate signs

It is the Exams Officer and Lead invigilators' responsibility to ensure all exam rooms are set up correctly and all necessary equipment is present and to coordinate with premises to allow this to happen.

3.15 Exam Materials

When exam materials arrive at reception, it is the receptionist's responsibility to inform the Exams Officer, VP Curriculum and Principal of their arrival. This should be done by emailing the Exams Officer, the Principal and the VP Curriculum, copying in the Premises team. They should also try calling the Exams Officer. This should be stored behind the reception area in the locked cupboard until the Exams Officer arrives. The receptionists should not leave the reception area until it has been collected by the Exams Officer, who with the assistance of the premises team, will ensure these are locked in the exams cupboard.

There is a folder to record all arrivals of examination materials. It is the Exams Officer's responsibility to ensure the correct exam materials arrive and are stored securely in the exam room. They should record all delivery notes which come with material for reference.

When exams are dispatched, the Exams Officer will bring packaged exams ready for dispatch to the receptionists, where it will be stored in a lockable space until the Parcelforce courier arrives. All dispatch

notes should also be stored in the blue exams folder.

3.16 Candidates

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 relevant Head of Small School.

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

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. As per the school rules, students cannot have food with them in the exam room. Any water bottles should be clear with no labels.

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 Headteacher and Exams Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The relevant Head of Small School is responsible for handling late or absent candidates on exam day.

3.17 Clash candidates

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

3.18 Special consideration

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 centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of

the exam.

The exams officer will make a special consideration application to the relevant awarding body within 2 days of the exam.

3.19 Internal assessment

It is the duty of Heads of Department to ensure that all internal assessment is 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.

It is the HOD's responsibility to ensure all teachers are aware of the controlled assessments and how it may affect their teaching in any way. This includes sending calendar requests.

It is the subject teacher's responsibility to find the correct papers they need. Most materials can be found on Secure Key Materials on the e-AQA website, which the Exams Officer can access.

Roomings

Controlled assessments should usually take place in the normal timetabled classrooms where possible. Where computers are needed, these rooms should be booked out. The Exams Officer is able to do this through the Rooms Bookings Calendar. It is important to note displays may need to be covered or removed during some Controlled assessments, please check the exam board guidance for details.

Access Arrangements

Access arrangements can be used during most Controlled assessments. The list of those students who need access arrangements can be found on SharePoint.

Staffing

If different or extra staffing is required, a request to the Exams Officer needs to be made 3 weeks in advance of the Controlled Assessment date.

Internal moderation and submission of grades

HODs are responsible for ensuring controlled assessments are moderated internally. When the grades have been finalised they need to be sent to the Exams Officer and the Vice Principal Curriculum. Most controlled assessments are submitted in the year they certify.

The Exams Officer will send these Controlled assessment grades to the exam board and the external moderator. This deadline will be communicated to HoDs.

Marks for all internally assessed work are provided to the Exams Office by the Head of Departments at least two days advance of the final deadline. 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 centre's Internal Appeals Procedure (IAP) document

Moderation

The external examiner will ask for a sample of the controlled assessments. The more organised the storage of the Controlled assessments are, the easier these will be to collate. HODs are responsible for collating these.

The moderator requires these back in 5 working days, so the Exams Officer will set an internal deadline of 2 days from the time they inform HODs.

3.20 Results

Candidates will receive individual result slips on results days,

- in person at the centre
- collected and signed for
- by phoning the centre in the allotted timeframes.

The results slip will be in the form of a centre produced document. Arrangements for the centre to be open on results days are made by the Principal and Exams Officer. The provision of the necessary staff on results days is the responsibility of the relevant Vice Principal, Curriculum.

3.21 Enquiries about Results (EAR)

EARs may be requested by centre 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.

The cost of EARs will be paid by the centre at their discretion. If the school believes the remark is not appropriate, the cost will be paid by the candidate, in advance of the EAR being submitted.

All decisions on whether to make an application for an EAR will be made by Head of Departments and the senior leader in charge of curriculum.

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

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance, including gaining written consent from all candidates.

3.22 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 10 days of the receipt of results.

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 an original script has been returned.

The cost of EARs will be paid by the centre at their discretion following the EAR procedures above.

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

3.23 Certificates

Candidates will receive their certificates

- in person at the centre
- collected and signed for

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.

The centre retains certificates for 2 years.

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.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Headteacher and Exams Officer.

The provision of the necessary staff on results days is the responsibility of the Head of Key Stage 4.

This is a reference.