

Marine Academy Plymouth

MAP Examination Policy

Centre Number: 54521

Marine Academy Plymouth

VERSION CONTROL SHEET

POLICY NAME: Examination Policy

Policy Prepared by: Sandra Datta

Document date	Filename	Mtg submitted	Summary of changes required
01.10.15		Curriculum Committee 18.11.15	Ratified.

Marine Academy Plymouth

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.

1. Exam responsibilities

Head of Centre: - Principal

Overall responsibility for the school/college as an Examination Centre:

SLT link for the Examination Department: - Vice Principal

- advises on appeals and re-marks
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.
- analysis of exam results

Exams Officer or Manager/Deputy Exams Officer Manages the administration of public and internal exams and:

- 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 exam boards;
- 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;

Marine Academy Plymouth

- administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*;
- identifies and manages exam timetable clashes;
- accounts for income and expenditures relating to all exam costs/charges;
- line manages a team of exams invigilators, responsible for the conduct of exams, in organising the recruitment, training.
- submits candidates' coursework marks, tracks dispatch 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 any appeals/re-mark requests; in consultation with the SLT.
- maintains systems and processes to support the timely entry of candidates for their exams;
- administers the access arrangements, through the Special Education Department.

Assessment/Data Manager

- oversees the administration of the whole Academy student database
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data.

Vice Principal

- Organisation of teaching and learning;
- external validation of courses followed at key stage 4/post-16;
- monitoring evaluation, review of procedures;
- informs students of regulations via assemblies;
- Follow up of disciplinary action necessary where students do not comply with exam regulations.
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

Area leaders / Heads of House / Heads of Year

- 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;

Marine Academy Plymouth

- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

SENCO

- Identification and testing of candidates' requirements for access arrangements;

Lead Invigilator/Invigilators

- 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.

Candidates

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

Administrative staff

- Support for the input of data;
- posting of exam papers.

2. Qualifications offered

The qualifications offered at this Centre are decided by the Senior Leadership Team and Area Leaders

The statutory tests and qualifications offered are GCSE, GCE A levels, OCR Nationals/Technical and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year and on the academy's website. If there has been a change of syllabus from the previous year, the exams office must be informed.

At Key Stage 3:

Marine Academy Plymouth

All candidates will take English, mathematics and science and ICT. The academy will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level. Decisions on whether candidates should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SENCO, Area Leaders, Heads of Houses and the Vice Principal.

At Key Stage 4:

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

It is expected that AS modules will be completed during Year 12 and A2 by the end of Year 13

3. Exam seasons and timetables

3.1 Exam seasons

- Internal exams are scheduled in November, February and April;
- external exams are scheduled in November and June;
- all internal exams are held under external exam conditions;
- the exam series used in the centre is decided by the Area Leaders.

3.2 Timetables

- The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

- Candidates are selected for their exam entries by the Area Leaders and the subject teachers;
- a candidate or parent/carer can request a subject entry, change of level or withdrawal;

Marine Academy Plymouth

- the centre does accept entries from external candidates.

4.2 Late entries

- Entry deadlines are circulated to Area Leaders via post;
- late entries are authorised via the Exams Officer by Senior Leadership Team only.

4.3 Retakes

- Candidates are allowed retakes per subject in GCSEs;
- candidates are allowed retakes per subject in AS, as requested;
- candidates are allowed retakes per subject in A2, as requested.

Retake decisions will be made in consultation with the candidates, subject teachers and the Exams Officer.

[\(See also section 5: Exam fees\)](#)

5. Exam fees

- GCSE initial registration and entry exam fees are paid by the centre;
- AS 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 and candidates/parents;
- 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 Fees Reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses;
- retake fees for first and any subsequent retakes are paid by the candidates; [\(See also section 4.3: Retakes\)](#)
- 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 11.2: Enquiries about results \[EARs\]\)](#)

Marine Academy Plymouth

6. Equality Act 2010 special needs and access arrangements

6.1 Equality Act 2010

- The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage.

6.2 Special Needs

- The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO will inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

At Marine Academy the SENCO leads on access arrangements, but is supported by all teaching staff who share a responsibility in identifying students who may be entitled to access arrangements, and in gathering evidence that any access arrangements required represent the candidate's normal means of working.

The SENCO will ensure that all teaching staff are aware of these responsibilities and of internal processes for referring concerns to the SENCO.

The SENCO will ensure that applications for access arrangements are made using either JCQ online or directly through awarding bodies as appropriate.

7. Managing invigilators and exam days

7.1 Managing invigilators

- External invigilators will be used for exam supervision. They will be used for all exams, with occasional support from other non-teaching college staff;

Marine Academy Plymouth

- the recruitment of invigilators is the responsibility of the exams office in consultation with the personnel office;
- securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the personnel office;
- 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.

8.2 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 setting up the allocated rooms on instructions from the Exams Officer;
- the lead invigilator 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 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 Area Leaders at the end of the exam session.

9. Candidates, clash candidates and special consideration

9.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all 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 may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff or invigilator must accompany them;
- the Exams Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines;
- the following procedures will apply for cases of disturbance and other breaches of the regulations/procedures:
 - Verbal warning by Invigilator

Marine Academy Plymouth

- Final warning by Vice Principal with a letter home from the Exams Officer
- Consideration of withdrawal of candidate from public examinations at the academy and notification to the examination board of persistent disruption to public exams;
- invigilators must remove any candidate from the exam room who is creating a disturbance or communicating with other candidates. A written statement with details of the incident must be given to the Exams Officer.

9.2 Clash candidates

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

9.3 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, or the 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 forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Malpractice

The centre agrees to:

- notify an awarding body **at the earliest opportunity**, by completing the appropriate documentation, of any established, suspected or alleged case of malpractice (which includes maladministration);
- **Notification must be made to an awarding body whether involving a candidate (during examinations or following the authentication of controlled assessment, coursework or verification of other assessed qualifications) or malpractice or maladministration by a member of staff;**
- investigate any instances of suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1

Marine Academy Plymouth

September 2015 to 31 August 2016 and provide such information and advice as the awarding body may reasonably require.

11. Coursework and appeals against internal assessments

11.1 Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date;
- Area Leaders will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom;
- marks for all internally assessed work are provided to the exams office by the Area Leaders.

11.2 Appeals against internal assessments

- The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office.
- The main points are:
 - appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded;
 - candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
 - appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements;
 - the head of centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

12. Results, enquiries about results (EARs) and access to scripts (ATS)

12.1 Results

- Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide s.a.e.).
- arrangements for the academy to be open on results days are made by the Exams Officer;

Marine Academy Plymouth

- The provision of staff on results days is the responsibility of the Exams Officer;
- The centre aggregates at the end of year 12 for AS grades.

12.2 EARs

- 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 does not uphold 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.
[\(See section 5: Exam fees\)](#)

12.3 Post 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;
- GCSE re-marks cannot be applied for once a script has been returned.

13. Certificates

- Certificates are presented in person;
- certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so;
- certificates are not withheld from candidates who owe fees;
- the centre retains certificates for four years.
- Candidates who have lost their certificate can apply directly to the Awarding Body's web site for a replacement. The cost must be paid by the candidate.