



HOPE WOOD ACADEMY

EXAMINATION POLICY

CONTENTS

	Page No
Exam responsibilities	3
Qualifications	5
Exam seasons	5
Entries, entry details and late entries	5
Exam fees	6
Equality Act 2010 (Disability Discrimination Act))including access arrangements)	6
Contingency planning	6
Estimated grades	7
Managing invigilators	7
Malpractice	7
Exam days	7
Candidates	8
Internal assessments and appeals	8
Results (including enquiries)	9
Access to Scripts	9
Certificates	9
Disability Access Statement	10
Appeals against Internal Assessment of Work for External Qualifications	12
Appeals Against a Decision of Irregularities/Malpractice	13

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 every two years.

The exam policy will be reviewed by the Senior Leadership Team and Exams Officer.

Exam responsibilities

Exams officer: Manages the administration of public and internal exams.

- advises the senior team, subject tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies
- contributes to the school calendar dates for exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- receives information from teaching/ accreditation staff regarding courses/exams to be undertaken
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- receives from subject leaders 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 for guidance
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- line manages the exam invigilators responsible for the conduct of exams
- 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.

Head of Centre and Senior Leadership Team is responsible for:

- Teaching and learning.
- Identifying, in consultation with subject leaders, courses to be followed in school and exam entries.

Head of Accreditation

- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- notification of courses / exams to the exam officer to enable timetables to be prepared
- manages external validation of courses followed.

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course)
- Submission of candidates' names to head of accreditation/ exams officer

The Wider Leadership Team is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Liaising with the exams officer regarding provision of additional support to help candidates achieve their course aims.

Invigilators are responsible for:

- Distribution of exam papers and other material 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.
- Giving due regard to procedures laid out in JCQ *Instructions for Conducting Examinations*

Candidates are responsible for:

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- Following correct procedures i.e., JCQ rules, in the examination rooms.

Qualifications

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

Informing the exam officer of changes to a syllabus is the responsibility of the subject leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Head of Centre, Senior Leadership Team and Subject Leaders.

Exam seasons

Internal exams and assessments are scheduled on demand.

External exams and assessments are scheduled in line with the requirements of the awarding bodies.

If requested by subject leaders, internal exams are held under external exam conditions.

Subject Leaders decide which exam series are used in the centre.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Subject Leads and Senior Leadership Team. Candidates or parents/carers can request a subject entry, change of level or withdrawal with agreement of the Subject Leaders.

The Centre accepts entries from external candidates who have been taught at the Academy e.g., pupils on another school roll accessing our curriculum, or Academy staff members.

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

Entry deadlines are circulated to Subject Leaders via briefing meetings or email.

Late entries are authorised by Senior Leadership Team, Subject Leaders and the Exam Officer.

Resit decisions will be made in consultation with the Senior Leadership Team and Subject Leaders.

Exam fees

No charge will be made to candidates or departments 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.

All exam fees are paid by the Centre.

Late entry or amendment fees are paid by the Centre.

In certain circumstances, and subject to discussions with the Head of Centre, students may be charged the examination fee, or re-sit fee, if they failed to attend the examination without reasonable cause.

Equality Act 2010 (Disability Discrimination Act)

The Centre will meet the requirements of the Equality Act 2010 by ensuring that the exams centre is accessible and that candidates have reasonable adjustments to allow them to freely access exams and assessments. This is the responsibility of the Head of Centre and exams officer.

Access arrangements

A candidate's access arrangements requirement is determined by the Senior Leadership Team, Subject lead, Specialist Teacher and Exam Officer.

Access arrangements for candidates to take exams is the responsibility of the Head of Centre, Senior Leadership Team, Specialist Teacher, Exam Officer, SENCO and/or Educational Psychologist.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exam officer.

Rooming, invigilation and support for access arrangement candidates will be arranged the Exam Officer and Phase Leads.

Equality Act 2010 (Disability Discrimination Act) Access Policy for Hope Wood Academy examinations can be found on Page 10.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exam Officer. In the absence of the Exam Officer, an Exam Officer from another academy within the Trust or a member of the Trust's Central Services Team who is a trained Exam Officer would take on this role.

Estimated grades

Subject Leaders are responsible for submitting estimated grades to the exams officer.

Managing invigilators

Academy and Ascent Academy Trust staff may be used to invigilate examinations. The invigilators will be used for internal and external exams, as necessary.

Recruitment of invigilators is the responsibility of the Exam Officer.

Invigilators are trained by the Exam officer.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice.

The academy procedure for appealing against a decision of irregularities/ malpractice can be found on page 13.

Exam days

The Exam Officer, in conjunction with the Exam Administrator, will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the candidates.

The Exam Administrator is responsible for setting up the allocated rooms.

The Exam Officer will start all exams in accordance with JCQ guidelines.

Subject Teachers 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. Any unused exam papers will be distributed to Subject Leaders at the end of the exam session.

A relevant Subject Leader may be available to read out any subject-specific instructions and start the exam, if required.

Candidates

The Centre's published rules on 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.

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

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Exam Officer.

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

Internal assessment

It is the duty of subject leaders to ensure that all internal assessments are ready for despatch at the correct time. The head of accreditation will assist by keeping a record of each despatch.

Appeals

Appeals against internal assessments must be made at least 2 weeks before the last submission date for coursework marks set by the examination boards.

Results, enquiries about results and access to scripts

Candidates can receive individual result slips on results days in person at the centre or thereafter in person at the centre or by post to their home addresses (candidates to provide stamped addressed envelope).

Arrangements for the centre to be open on results days are made by the Exams officer.

Enquiries about Results

After the publication of results, if a leader of a subject, a parent/ carer or a student feels that an exam grade is not in line with expected performance, they may make an enquiry about the result. The subject leader will examine the breakdown of marks for each component of the exam. In exceptional cases, the academy may make, on behalf of the students, enquiries about results to the examination board.

In this instance, parents/ carers and students will be contacted for further discussion and agreement for this to go ahead before an enquiry is requested. This usually involves a clerical check on marks or a remarking of the paper. A charge may be made for this service.

If the academy feel that an enquiry is not in the best interest of the student because of the real possibility of a grade being put down, they will advise against an enquiry being made. Parents/ carers may still wish to proceed but will have to sign a disclaimer, absolving the academy of any responsibility in the case. A fee will be charged for this service.

Requests for enquiries about result are to be made before 10th September. The outcome of any enquiry will be made known to all parties concerned, including any correspondence with the board and any changes made to the exam result.

Access to Scripts

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.

Remarking of papers cannot be applied for once a script has been returned.

Certificates

Certificates are included in a student's Record of Achievement.

If a student is not available to collect their certificate, either via their ROA or otherwise, certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and a collection sheet completed and signed.

Disability Access Statement - Equality Act 2010

Hope Wood Academy is committed to equality of opportunity and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

Examinations Access Statement

As far as is reasonably practicable, Hope Wood Academy's examinations department will ensure:

- Premises will meet legal and Equality Act 2010 (DDA) requirements
- Adapted facilities are provided as necessary
- The needs of all students will be considered in the event of an emergency evacuation
- Evacuation procedures will be provided at the beginning of each exam
- Appropriate seating / seating arrangements will be arranged in line with the candidates' needs
- Access arrangements will be applied for and put in place according to the individual's needs and with the agreement of the Awarding Body

In line with the academy disability equality scheme and guidance from QCDA, the following guidance document has been produced.

Statement of Need	Current Provision
Accessibility:	
Wheelchair access in corridors	All corridors are wide enough to allow easy access for wheelchair users.
Accommodation:	
Where necessary, exam rooms should be able to accommodate wheelchairs	Allocation of exam rooms should take this requirement into account
Exam rooms should be located close to an adapted toilet.	The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need.

Emergency Evacuation:	
Ensure that candidates and staff are aware of the emergency evacuation procedures to ensure that candidates can be safely evacuated from the building whatever their disability or impairment.	<p>We comply with the academy procedure for Emergency Evacuation in the event of an emergency.</p> <p>Invigilators are made aware of any specific evacuation procedures in place for a student with a disability.</p> <p>Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of each exam.</p>
Seating:	
Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.	Seating is provided according to the individual's requirements as identified by the specialist teacher.
Ensure candidates who may become unwell are able to leave the room causing minimum disruption.	Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit.
Signage:	
Ensure signs are reasonably sized and easily understood.	<p>The exam signs are, as far as possible, simple, clear and consistent. They are generally displayed on A3 to meet the needs of students with a disability.</p> <p>The specialist teacher assesses individual needs and appropriate arrangements are put in place to ensure information is accessible.</p>
Resources:	
Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.	Access arrangements will be put into place according to an individual's needs. Adapted keyboards, large screens and any appropriate software programs are available as necessary.

Appeals against Internal Assessment of Work for External Qualifications

Hope Wood Academy is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students along with examination timetables and rules and regulations.

This procedure is available from the examinations officer and has been made public to all students.

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination series.
2. Appeals should be made in writing to the examinations officer, who will investigate the appeal. If the examination officer was directly involved in the assessment in question, or is unable to conduct the investigation for some other reason, a senior teacher will conduct the investigation.
3. The examination officer, or senior teacher, will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations Code of Practice of QCA.
4. Students will be informed in writing of the outcome of the appeal, including any correspondence with the examination board, and any changes made to the procedure.
5. The outcome of the appeal will be made known to the head teacher and will be logged as a complaint under the Complaints Procedure. A written record of the appeal will be kept and made available to the exam board upon request. If the appeal brings any significant irregularity to light, the exam board will be informed.

After work has been assessed internally it is moderated by the examination board to ensure consistency between centres. Such moderation frequently changes the marks for internally assessed work. This is outside the control of Hope Wood

Academy and is not covered by this procedure. If you have any concerns about this, ask the examinations officer for a copy of the appeals procedure of the relevant exam board.

Appeals against a decision of Irregularities/ Malpractice

Where a candidate is unhappy with the penalty arising from a case of irregularity/malpractice the candidate should submit, in writing to the Exams Officer, the reason why they are dissatisfied with the penalty and why they consider an appeal should be submitted to the Examination Board within 2 days of receiving the original decision letter.

The Exams Officer will establish if the penalty imposed is appropriate for the level of seriousness of the offence. Where appropriate the candidate should be given access to any statements made in connection with the malpractice report.

The Exams Officer should inform the candidate of the outcome of their investigations and liaise with the Head of Centre to ascertain whether an appeal should be submitted.

Where the academy does uphold a request for such an appeal they will submit a written request for an appeal to the Irregularities and Appeals Committee of the relevant examination board on behalf of the student. Where the student wishes to challenge the decision not to make an appeal they can go to an appeals panel.

- the panel is to consist of 3 people: the Exam Officer, the Head of Centre and Subject Leader
- if any person on the panel was present in the examination concerned another member of staff should be on the panel
- students can be supported in the presentation of their case by their parent, carer or friend.
- a written record should be kept of the proceedings and should include the outcome of the appeal and the reasons for that outcome.

If the candidate is not satisfied with the outcome they have the right to further appeal. They may request a meeting with the Exams Officer, a member of the Senior Leadership Team and a Trustee and may be accompanied by a parent, carer or friend to support their appeal. The outcome of this meeting will be recorded and a copy of the report given to the candidate.

If the academy agrees to an Appeal they will submit a written request for an appeal to the Irregularities and Appeals Committee of the relevant examination board on behalf of the student.

Head of Centre

Exam Officer

Adele Pearson

Joanne Jackson

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Date: 14.03.24

This policy is next due for review in March 2025.