Llantwit Major School
Ysgol Llanilltud Fawr

EXAMS POLICY

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Approval	Full Governing Body
Policy approval date	20th December 2023
Policy review date	Dec 2026
Member of staff responsible:	Mr D L Davies (Assistant Headteacher)

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
- to ensure a consistent and effective response in the event of major disruption to the examination system

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

1. Exam Responsibilities

The Head of Centre /Headteacher has overall responsibility for the school/college as an exam centre, including:

- Ensuring compliance with the published regulations
- Ensuring an Exams Officer is appointed and is appropriately trained.

Data Manager

- Managing the administration of public and internal exams and analysis of exam results;
- Ensuring the efficient running of the examinations office;
- Ensuring that awarding body deadlines are adhered to;
- Overseeing the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved communicating regularly with staff concerning imminent deadlines and events;

- Ensuring that Awarding Bodies are advised of the intention to enter for specific units as requested;
- Liaising with Leaders of Learning to ensure that correct entry information is provided;

- Ensuring that accurate entries are submitted to the examination body using up to date examination codes;
- Ensuring that candidates are advised of JCQ guidelines, and that all regulations are adhered to;
- Ensuring that the centre registers on the NCN registers when requested to do so;
- Ensure that teaching staff have access to the correct specifications to ensure that necessary coursework / controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines;
- Assisting the ALNCO in administering access arrangements;
- Making applications in conjunction with the ALNCo for special considerations using the JCQ 'Access arrangements and special considerations regulations guidance relating to candidates who are eligible for adjustments in examinations';
- Accounting for income and expenditures relating to all exam costs/charges and advising the Headteacher accordingly;
- Identifying and managing exam timetable clashes;
- Arranging for dissemination of exam results and certificates to candidates and managing, in consultation with the SLT, any appeals/re-mark requests;
- Exam Entries / Exam Day Contingency Plan annually in case of emergency;
- Ensuring that examination results are imported on examination results day and that appropriate embargos are put in place;
- Administering Access Arrangements and assisting the applications for special considerations with the ALNCO;
- Assisting the Assistant Headteacher (ARR) with examination results analysis;
- Ensuring that students are aware of Post Results Services, and of the appropriate documentation/deadlines;
- Ensuring that staff are kept up to date with JCQ requirements;
- Arranging training for new/ existing invigilators to ensure current regulations are complied with;
- Organising and packing exam papers, as well as arranging the delivery of papers to the awarding body.

Designated exam admin support

- Ensuring that scripts that are received are checked and stored securely;
- Identifying and managing exam timetable clashes, in conjunction with the Data Manager;
- Organising the booking of exam invigilators so that JCQ regulations are adhered to;
- Administering examination documentation and forwarding examination documentation to the appropriate departments;
- Arranging seating of students for examinations, in conjunction with the examination officer;
- Tracking despatch of coursework / controlled assessments / non-exam assessments and storing returned work and any other material required by the appropriate awarding bodies correctly and on schedule;
- Setting up exam rooms, alongside Exams officer.
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Assistant Headteacher – Assessment, Recording and Reporting

- Line Management of Data Manager
- External validation of courses followed at key stage 4 / post-16
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Leaders of Learning

- Provision of advice to students / examination officer of department advice relating to exams (e.g. provision of information of unit information for resit/post results forms and procedures?;
- Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation;
- Ensuring coursework / controlled assessments / non-exam assessments are prepared and stored sufficiently and are ready for JCQ Inspection;
- Accurate completion/checking of entries and all other mark sheets and adherence to deadlines as set by the exams officer.

Teachers

- Ensuring that students are provided the appropriate access arrangements, as advised by the ALNCO;
- Submission of candidate names to heads of department / faculty;
- Ensuring NEA/ coursework guidance is followed;
- Submission of coursework / controlled assessment / non-exam assessment marks to LOL/ WJEC or specified exam board secure website by the deadline;
- Advising students of exam requirements and deadlines.

ALNCO

- Identification and testing of candidates' requirements for access arrangements;
- 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;
- Provision of information relating to needs/access arrangements of students to staff within school;
- Administering the application of access arrangements.
- Submit estimated grades when requested.
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Invigilators

- Keeping up to date with knowledge of JCQ ICE rules and regulations by attend annual training;
- Collection of exam papers and other material from the exams office before the start of exams/ of all exam papers in the correct order at the end of exams and returning them to the exams office;
- Ensuring all secure documents are returned in correct order to the exams officer after the exams;

- maintaining good conduct in examination rooms and follow all guidance given by Examination Boards;
- reporting any misconduct by students to the examinations officer.

Candidates

- Confirmation and signing of entries;
- Understanding coursework / controlled assessment / non-exam assessment regulations and signing a declaration that authenticates the work as their own;
- Understanding exam regulations.
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Administrative staff

- Support with the input of data.
- Posting of exam papers.

2 Statutory tests and qualifications offered

In Lower School, NFER Numeracy reasoning, numeracy procedural and reading are completed in Years 7, 8 and 9.

At Key Stages 4 and 5, City and Guilds, Cambridge Technical Awards,L1/2 and 3 Vocational qualifications are available via the WJEC , GCE A and AS Levels, Key Skills, Welsh Baccalaureate and BTEC. The subjects offered for these qualifications in any academic year may be found in the school's published options booklets for that year. If there has been a change of specification from the previous year, the examinations officer must be informed.

3 Exam Seasons and Timetables

Internal exams are scheduled throughout the year. Mock examinations for Y11 in English and Maths are scheduled in September, whilst all other subjects are scheduled in December. Year 12 / 13 mock examinations are also scheduled in December, just before the Christmas holiday.

In addition, students in Y9 and Y10 have mock examinations calendared each academic year.

All internal examinations are conducted under external examination conditions.

External examinations are held three times a year. GCSE Mathematics examinations are held for Y11 students in November, whilst GCSE English Language and Literature examinations are held in January, along with some other GCSE units.

The majority of GCE and GCSE external examinations are held in May/June.

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

Seating arrangements will also be published outside the main school hall as well as the Gym for exams conducted within this room.

4 Exam entries

Decisions about exam entries are made by leaders of learning, in conjunction with subject teachers. In certain circumstances Progress Leaders, the Director of Sixth Form and/or SLT may be involved.Entry costs are entered on a purchase order for the approval of the Headteacher.

A candidate's parent/carer can request a subject entry, change of level or withdrawal. If this is against the advice of the school this will be confirmed in writing. The subject teachers/leaders of learning are the experts and best placed to decide which tier of entry is most suitable for a pupil.

The centre accept entries from external candidates who are former students of the school. Requests should be submitted to the school in writing.

Candidates may not not be entered for the same subject at the same qualification level withmore than one awarding body in the same series.

Entry deadlines are circulated to Leaders of Learning via email and are available per class via a sims marksheet.

Late entries are processed by the Examinations Officer. A purchase order with cost will be provided to the Headteacher for approval. Justification for the late entry will need to be provided in order for the late entry to be approved.

Students will be provided with the opportunity to resit subjects where appropriate. Resit forms are available with exam entry codes, and costs for students. Resit entries must be made by the stated deadline to avoid late fees.

5 Exam Fees

GCSE first entry exam fees, AS initial registration and entry exam fees are paid by the centre and A2 initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre when approved by the Headteacher.

In the case of GCE resits, decisions regarding payment of fees will be made on a case-by-case basis but is generally not the school's policy to pay these resit fees unless the candidate is eligible for free school meals or there are exceptional circumstances to consider.

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 parents/carers of candidates who fail to sit an exam or meet the necessary coursework / controlled assessments / non-exam assessments requirements. This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

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.

6 The Equality Act, Special Needs and Access Arrangements

The Equality Act 2010 extends the application of the EA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

A candidate's additional learning needs requirements are determined by the ALNCO, doctor, pastoral teacher and the educational psychologist / specialist teacher.

The ALNCO will inform subject teachers of candidates with additional learning needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any specific arrangements that individual candidates may be granted during the course and in the exam.

The ALNCO will work with the exams officer/ data manager to make specific arrangements for candidates to take the exams, make applications to awarding bodies to allow candidates Access Arrangements in exams and have on file the approval confirmation, relevant evidence and signed Data Protection notice for each application for inspection purposes.

Rooming for access arrangement candidates will be arranged by the exams officer in conjunction with the exams administrator. Invigilation and support for access arrangement candidates will be organised by the ALNCO with the exams officer. The person appointed to facilitate an individual student with an access arrangement must not normally be the candidate's own subject teacher or teaching assistant. Where the candidate's own subject teacher or teaching assistant is used, a separate invigilator must always be present. The person appointed must not be a relative, friend or peer of the candidate. A private tutor cannot facilitate an access arrangement.

7 Managing Invigilators and Exam Days

External invigilators will be used for exam supervision for external exams.
The recruitment of invigilators is the responsibility of the exam's officer as is securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators (paid for by the

school.) The designated member of the admin team assigned to exams will be responsible for booking invigilators for exams and advising invigilators of their work hours. They will also act as an invigilator.

Exam Days- The member of admin team assigned to exams 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.

In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded on the second pair of eyes check.

If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.

Question papers must not leave the secure room any earlier than 60 minutes prior to the awarding body's published starting time for the examination;

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

Senior Leadership 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.

Invigilators must:

a) collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room;

b) check that there is a script/objective test sheet for every candidate marked as present on the attendance register;

c) check that the names on the scripts match the details on the attendance register (all awarding bodies except CCEA);

d) put the scripts/objective test sheets in the order shown on the attendance register;

e) check that candidates have used their correct centre and candidate number;

f) give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner.

Exam office staff, including invigilators, must ensure scripts are handled securely at all times.

When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or on any supplementary sheets used. This should be restricted to the centre number, candidate number, candidate name or component/unit code. The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script.

Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.

All papers / secure documents must be returned to the exams officer/member of admin in assistance. Exam staff must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area. If a candidate has done work on the exam script as well as word processor, the work is to be printed out and stored within the script.

Papers will be distributed to heads of department/faculty by the exams officer /member of the admin team assigned to exams. Question papers must not be released to centre personnel until 24 hours after the published finishing time for the examination.

8 Exam contingency

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The national examination timetable applies to GCSEs, AS levels, A-levels.

a. Disruption of teaching time – centre is closed for an extended period
Where there is disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.

- In the case of modular courses, centre may advise learners to sit examinations in the next available series.
- Centre will have plans in place to facilitate alternative methods of learning.

b. Learners unable to take examinations because of a crisis -centres remain open

- In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at an alternative venue in agreement

with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- centre will offer candidates an opportunity to sit any examinations missed at the next available series
- centre will apply to awarding organisations for special consideration for candidates **where they have met the minimum requirements**. JCQ guidance on special consideration can be accessed through the JCQ website.

c. **Centre unable to open as normal during the examination period**

If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of general planning for emergencies, the centre will cover the impact on examinations. The head of centre will decide whether it is safe for the centre to open. The head will take advice, or follow instructions from relevant local or national agencies in deciding which of the following will occur:

- centre will open for examinations and examination candidates only, if possible
- centres will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- centres will offer candidates an opportunity to sit any examinations missed at the next available series
- centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 6).

d. Disruption to the transportation of completed examination scripts

- If there is a delay in normal collection arrangements for completed examination scripts the centre will seek advice from awarding organisations and collection agency regarding collection. Centre will seek approval from awarding bodies before making their own arrangements for transportation.
- Centre will ensure secure storage of completed examination scripts until collection.

e. Centre unable to distribute results as normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, centre will **contact awarding organisations about alternative options. i.e.:**

- centre will make arrangements to access its results at an alternative site
- centre will make arrangements to coordinate access to post results services from an alternative site
- centre will share facilities with other centres if this is possible.

f. Exams officer absent at a critical stage of the examination cycle

In the event of the examinations officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination administration and avoid any adverse impact on students, the centre will refer to the Exam Entries / Exam Day Contingency Plan (as maintained by EO) and consult with ABs when necessary.

9. Candidates, clash Candidates and Special Consideration

Candidates -The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones/ devices 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 will be 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 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.

Clash Candidates- The exams officer/ member of admin team assigned to exams will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision if necessary.

Clash candidates will have a customised plan to enable them to sit the designated papers on the designated day in isolation from other peers sitting the paper at the correct time.

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.

It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper based otherwise) by the Exams Officer within five days of the exam.

The examinations officer will then forward a completed special consideration form to the relevant awarding body after the final exam has been sat.

10 Coursework / Controlled Assessment / Non-Exam Assessment and Appeals against Internal Assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Leaders of Learning will ensure all coursework / controlled assessments / non-exam assessments are 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 coursework / controlled assessments / non-exam assessments will be inputted on the relevant awarding body's secure websites by subject teachers / leaders of learning or as appropriate to the exams office. Where electronic input of marks is not available then teachers / leaders of learning should ensure relevant document/s are delivered to the exams office for return to moderator in a timely fashion.

An appeals policy is available within the centre in accordance with JCQ guidance.

11. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide SAE) or by prior request via email. No results will be given over the phone.

Arrangements for the school to be open on results days are made by the head of centre.
A number of staff are involved in results day, including members of the Senior Management Team, the exams officer as well as various teaching/ administrative staff.

Enquiries about Results (EARs) may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. EAR information is provided by the exams officer to students / staff after results have been issued.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of the Leader of Learning, they will be charged. If a candidate requires an EAR they must complete the relevant paperwork to allow the exams officer to make the necessary application. Payment must be provided at the time of the request, along with the required request forms. Verbal requests will not be accepted.

After the release of results, candidates may ask subject staff to request the return of papers. 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.
If a candidate requires an ATS they must complete the relevant paperwork to allow the exams officer to make the necessary application.

12. Certificates

The examinations officer will organise for the collection of certificates for those students who have left school and will distribute certificates to those students within school. Certificates are presented in person, posted (first class), posted (recorded delivery) and collected and signed for.

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 all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.