

Ysgol Harri Tudur



Henry Tudor School

Exam Policy

(Including Exam Procedure)

Last Reviewed: Autumn 2024
(Exam Procedure added to make one policy)
Review Annually
Next Review: Autumn 2025

The Exams Policy Outline

The qualifications offered at this centre are decided by the Directors of Faculty and approved by the Governing Body. At key stage 4, candidates will be entitled, and enabled, to achieve entry for qualifications from an external awarding body. All candidates should under normal circumstances enter appropriate external qualifications for all courses undertaken.

The school will ensure that all candidates can access qualifications and the associated assessments. (See Access Arrangements policy)

Candidates are selected for their exam entries by the Directors of Faculty and subject teachers. A candidate or parent / guardian can request a subject entry, a change of level or withdrawal from the examination, but ultimately the decision is a matter for the professional judgement of school staff.

The school will enter learners early in the course if it is in the best interest of the learner. External scrutiny of school performance indicators will not dictate entry policy. Entry decisions will be the responsibility of the Directors of Faculty with agreement from the Head of Centre in the case of an early entry

Teachers who wish to withdraw learners from an examination must provide a valid reason for doing so, justifying this with remedial action undertaken. Any withdrawal must be approved by the Directors of Faculty and the Assistant Headteachers with responsibilities for examinations.

Under normal circumstances there is no charge for the first examination entries to candidates or to departments. The exceptions are:

- Entries, changes of tier or withdrawals made beyond the authorised date – these may be charged to the candidate
- Candidates who fail to sit an exam or fail to meet the necessary course requirements and therefore cause a late change of entry
- Candidate initiated requests for Review of Marking and Moderation
- Parents may pay for retakes. In such circumstances, retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer and the Directors of Faculty and parents.

CAT/NEA/Internal Assessment

Candidates must submit work by the deadline set by the Centre. If this deadline is not met, staff have the right to refuse to accept or mark the work, even if this is before the absolute deadline for the examination board.

Appeals against Internal and External Assessments

See separate policy: Internal Appeals Policy for External Qualifications

Candidates may appeal:

- against the process leading to an assessment, there is no appeal against the mark or grade awarded
- if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- using the Post results Service provided by each examination body

Exam Procedure

Arholiadau

Contents	Page No.
1. Exam responsibilities	5
2. The statutory tests and qualifications offered	7
3. Exam seasons and timetables	7
4. Entries, entry details, late entries and retakes	8
5. Exam fees	8
6. The 2010 Equality Act, special needs and access arrangements	9
7. Estimated grades	10
8. Managing invigilators and exam days	10
9. Candidates, clash candidates and special consideration	11
10. Coursework and appeals against internal assessments	11
11. Results, Review of Marking and Moderation (ROMM) and Access to Scripts (ATS)	12
12. Certificates	13
13. Controlled Assessment Tasks	13

The purpose of this exam procedure 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the head of centre, the exams officer and submitted to the Governor's Performance Committee to approve changes.

1. Exam Responsibilities

Head of Centre

- Overall responsibility for the school as an exam centre:
- advises on appeals
- the head of centre is responsible for ensuring all suspicions or actual incidents of malpractice are reported to the relevant body.
 - Refer to the JCQ document *Suspected malpractice in Examinations and assessments*.

Exams Officer

- manages the administration of public and internal exams and collation of exam results:
- advises on review of marking and all other post results enquiries.
- is responsible for reporting all suspicions or actual incidents of malpractice are reported to the relevant body.
- refer to the JCQ document *Suspected malpractice in Examinations and assessments*.
- advises the senior leadership team, subject teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- provides the dates for all exams in which candidates will be involved for inclusion in the school calendar 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 · receives, checks and stores securely all exam papers and completed scripts
- liaises with the ALNCO/Specialist assessor to ensure access arrangements are made, 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 the exams invigilators organising the recruitment, training and monitoring of a team of exams invigilators and responsible for the conduct of exams
- compiles and prepares results for analysis by Assistant Head – Standards
- 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/review of marking requests to the exam boards.

- maintains systems and processes to support the timely entry of candidates for their exams

Directors of Faculty

- Ensures accurate exam entries are provided to the examinations officer within the deadlines set by the awarding bodies
- ·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, submitting NEA marks to the awarding bodies within the deadlines set. ·
- ·Notifies ALNCo of possible requests for consideration of access arrangements in year 9.
- Ensures access arrangements are routinely implemented by class teachers in the normal way of working of the candidates for all assessments, including internal assessments..

Teachers

- Submission of candidate names to Directors of Faculty for accurate examination entries to be made
- Responsible for delivery and marking of NEAs according to the regulations of the awarding body
- Responsible for implementing access arrangements as the candidates normal way of working.

ALNCO

- Administration of access arrangements
- Identification and testing of candidates' requirements for access arrangements
- Ensure all staff are made aware of candidates' access arrangements or likely access arrangements.
- Ensure that all access arrangements are in place in exams via the Access to Learning Manager
- Ensure that all staff who support in exams as reader, scribe, prompter have completed annual training.

Invigilators

- Be familiar with the Instructions for Conducting Examinations
- Ensure all required training is completed and up to date.
- Collection of exam papers and other material from the exams office before the start of the exam
- Completion of attendance registers
- Maintain security of examination session
- Check that no unsuitable materials of equipment are brought into the exam room
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office
- Report any incidents of suspected malpractice to the examinations officer immediately and in writing

Candidates

- Confirmation and signing of declaration forms
- Understanding NEA and exam regulations and signing a declaration that authenticates the work as their own

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Directors of Faculty and approved by the Governing Body.

The statutory tests and qualifications offered are GCSE, GCE AS and A levels, BTEC Level 1, 2 and 3, Welsh Baccalaureate, City and Guilds Level 1 & Level 2 Vocational qualifications and other vocational qualifications offered by approved bodies as deemed appropriate.

All qualifications delivered will all be on the Qualifications in Wales approved list for delivery and contribute to Performance Measures.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the end of the first full week of the autumn term.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. It is the school's policy that all candidates should enter for appropriate qualifications for all courses taken.

At post-16

It is expected that AS modules will be completed during year 12.

3. Exam Seasons and Timetables

3.1 Exam Seasons

External exams are scheduled in November, January, March, April, May, and June.

Formal Mock exams season will change annually and be decided by the Head of Centre in consultation with the exam's officer and senior leadership team.

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 Directors of Faculty and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal but ultimately the decision is a matter for the professional judgement of school staff.

Teachers who wish to withdraw a learner from an examination must provide a valid reason for doing so, justifying this with remedial action taken. The withdrawal must be approved by the head of department and submitted to the Assistant head teacher for approval.

The centre does not accept entries from external candidates.

4.2 Late Entries

Entry deadlines are circulated to Directors of Faculty and must be adhered to.

Every effort must be made for entries to be accurate and completed by the deadlines so that the school does not incur additional costs

Late entries can only be recommended by Directors of Faculty and must be authorised by a Senior Leader before being passed to the exams officer.

Late entries, withdrawals or changes of tier requested by candidates or their parents/carers which are not due to any school error may be charged to the candidate.

4.3 Retakes

Candidates are allowed to retake subjects in GCSE, AS and A level qualifications.

The cost of any retake is met by the candidate.

Retake decisions will be made in consultation with the candidates, subject teachers, head of post-16, exams officer and the Directors of Faculty.

(See also section 5: Exam fees)

5. Exam Fees

The centre pays initial registration and entry exam fees for KS4 vocational and GCSE course, AS and A level

Every effort must be made for entries to be accurate and completed by the deadlines so that the school does not incur additional costs, but late entry fees will be paid by the school unless it is a late entry, withdrawal or change of tier requested by candidates or their parents/carers.

Reimbursement will be sought from candidates who fail to sit an exam.

Reimbursement will be sought from candidates who fail to meet the necessary coursework requirements and therefore cause a late change of entry.

This fees reimbursement policy will be communicated in writing to candidates.

Candidates must pay the fee for a Review of Moderation and marking, unless a faculty initiates the request in which case the enquiry fee will be paid by the school

See separate policy: Internal Appeals Policy for External Qualifications

6. The 2010 Equality Act and access arrangements

6.1 Equality

All exam centre staff must ensure that the access arrangements and special consideration

regulations and guidance are consistent with the law.

6.2 Additional Needs

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

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

6.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the ALNCO and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the ALNCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the ALNCO with the exams officer.

7. Estimated Grades

7.1 Estimated Grades

The Directors of Faculty will produce estimated grades for school internal use. Under normal circumstances, there is no longer a requirement to submit to the Exams Officer or Exams Board. Should a situation arise where Exam Boards request estimated grades or Centre Determined Grades (CDGs), then the Director of Faculty will be responsible for collecting, moderating and submitting these as required.

8. Managing Invigilators and Exam Days

8.1 Managing Invigilators

External invigilators will be used for exam supervision in all internal and external exams.

The recruitment of invigilators is the responsibility of the exams officer.

Invigilators are timetabled and briefed by the exams officer.

Securing the necessary Criminal Records Bureau (DBS) clearance for new invigilators is the responsibility of PCC, when the invigilator is recruited, the fee is covered by PCC, the pay rates are set by PCC

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.

The exams officer or lead 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. Subject teachers must not enter the exam room.

In practical exams subject teachers may be on hand in case of any technical difficulties. Exam papers must not be removed from the exam room before the end of an exam. Question papers will be distributed to Directors of Faculty once all papers have been packed and accounted for.

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 must accompany them.

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. CAT/NEA work and appeals against internal assessments

10.1 NEA/CAT work

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

Directors of Faculty will ensure all work is ready for despatch at the correct time and will keep a

record of what has been sent when and to whom.

Marks for all internally assessed work will be submitted to the awarding body by the Directors of Faculty in accordance with the subject specification.

Marks for all internally assessed work will be provided to the candidates by the subject teachers in accordance with the subject specification.

10.2 Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on this subject,

See separate policy: Internal Appeals Policy for External Qualifications.

11. Post Results Services, Review of Marking and Moderation (ROMM) and Access to Scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days, either in person at the centre or via the school email system.

Arrangements for the school to be open on results days are made by the Business Manager.

The provision of staff on results days is the responsibility of the Business Manager.

The centre aggregates at the end of year 12 for AS grades and year 13 for A2 grades.

11.2 ROMM and ATS

ROMM and ATS may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Written consent from candidates must be obtained for access to scripts for any reason. The exam's officer is the only person to access the scripts.

See separate policy: Internal Appeals Policy for External Qualifications

12. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing or by email, to do so. ID of third party will be required on collection.

The centre retains certificates for five years.

13. Controlled Assessment Tasks (CATs)/Non- Examined Assessments (NEAs)

Outlining staff responsibilities - GCSE CATs/NEAs

Senior leadership team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with Directors of Faculty to schedule assessments. (It is advisable that assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
 - Clashes/problems over the timing or operation of controlled assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for CATs and NEAs.

Directors of Faculty

- Decide on the awarding body and specification for a particular GCSE
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment/NEA and have read the document *Instructions for conducting non-examination assessments* published by JCQ
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments*
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional

information on the awarding body's website

- Supply to the exams office details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to learners as the specification allows
- Ensure that learners and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks to the awarding body when required, keeping a record of the marks awarded
- Inform candidates of marks awarded in accordance with subject specifications
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre
- Ask the appropriate special educational needs coordinator (ALNCO) for any assistance required for the administration and management of access arrangements

Exams office staff

- Enter learners for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries
- Enter learners' 'cash-in' codes for the terminal exam series
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format
- On the few occasions where internal assessment cannot be conducted in the classroom arrange suitable accommodation where internal assessment can be carried out, at the direction of the senior leadership team

Additional Learning needs coordinator

- Ensure access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met